

Chapter 10 - The Revenue Cycle

PURPOSE

This chapter is intended to provide system users with an understanding of the revenue and cash receipts procedures within R★STARS. Additionally, the reporting capabilities of R★STARS are discussed and are followed by revenue and invoicing examples.

Section	Page
10.1 Overview of Revenue and Cash Receipts Cycle	10.1-1
10.2 Revenue Reporting	10.2-1
10.3 Revenue Examples	10.3-1
10.4 Accounts Receivable Invoice	10.4-1
10.5 Finance Charges	10.5-1
10.6 Transfer to Central Collection Unit	10.6-1
10.7 Revenue-Related Maintenance Screens	10.7-1
10.8 Travel Advances	10.8-1
10.9 Credit Card/CEPAS ACH Revenue	10.9-1

Terms

Accrued Revenues
Deferred Revenues
Document Table Support
Expenditure Refunds
Receivables
Agency GL Account Support

10.1 OVERVIEW OF REVENUE AND CASH RECEIPTS CYCLE

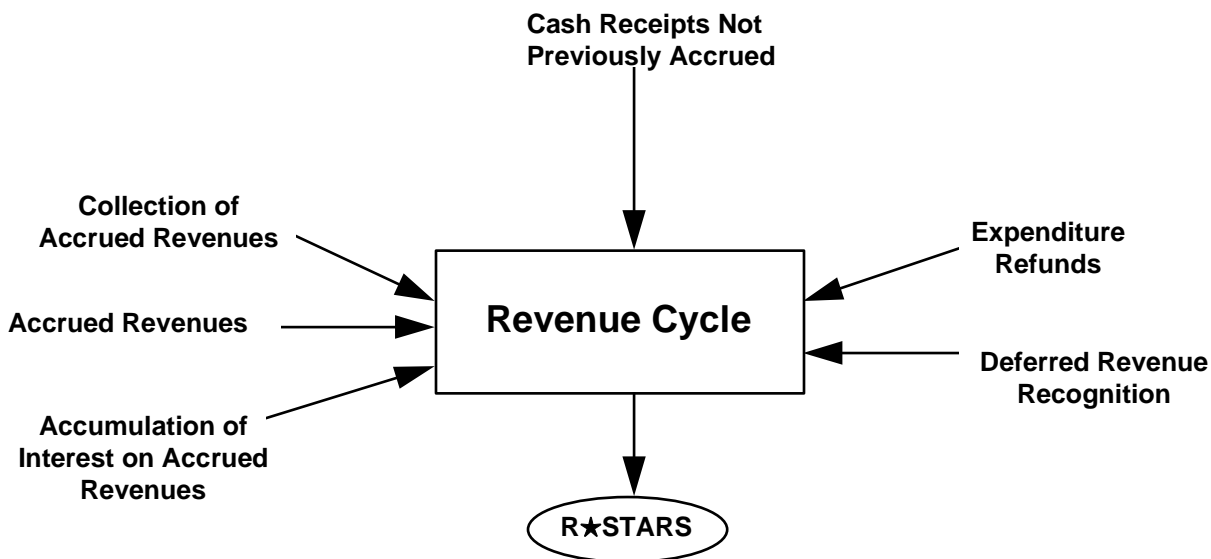
Revenue collection is a key activity for most R★STARS users. The annual budget passed each year by the Legislature is dependent upon revenues received during the year. The collection of revenues earned by the user must be carefully monitored and controlled to provide funds necessary to operate the State.

Six types of transactions to record actual revenues and cash receipts are available within R★STARS. As shown in the following diagram, the Revenue and Cash Receipts Cycle consists of accrual recognition, collection of accruals, cash receipts not previously accrued, expenditure refunds, deferred revenue recognition and accumulation of interest on delinquent receivables.

Revenue budgeting is also part of the revenue cycle and is discussed in Chapter 7. Each of the other revenue cycle transactions is described below.

A topic related to the revenue cycle, revenue transfers, is discussed in Chapter 8, General Accounting, under the section entitled Journal Entries.

R★STARS ACCOUNTING CAPABILITIES



Six Types of Transactions Comprise the Revenue Cycle

Accrual Recognition

Accruals are revenues that have been earned but not yet received. For example, claims against grants are recorded as Accounts Receivable and Revenue. Accrued revenues are entered manually into R★STARS. Several types of transactions are available to record accrued revenues. Some of the more common ones are shown here:

- Record accounts receivable/due from other governments (with or without Document Financial Table support) for revenue accrued.
- Record property taxes receivable and liability to outside agencies.
- Record accounts receivable for external grant and project billings.

Collection of Accrued Revenues

Collection of accrued revenues is cash receipts in payment of revenues previously earned. For example, sales use and income taxes are accrued to the extent the related taxes were owed prior to year-end but not collected until after year-end.

Collections of accrued revenues are entered manually into R★STARS. Several types of transactions are available to record the collection of accrued revenues. Some of the more common ones are shown here:

- Record receipt of revenue previously accrued.
- Record collection of sales use withholding tax and single business tax.
- Record collection of external grant and project billings.

Cash Receipts Not Previously Accrued

Cash receipts not previously accrued come in many different forms. Some examples include:

- Cash received as revenue is earned, such as payment of a traffic ticket on the day it is issued.
- Cash received for deferred revenues, such as pre-payment of subscriptions.
- Cash received that is due to another organization, such as payroll deductions for health care plans.

Collection of cash not previously accrued is entered manually into R★STARS. Several types of transactions are available to record this category of cash receipts. Some of the more common ones are shown here:

- Record cash receipts and credit a liability or revenue.
- Record cash receipts not previously accrued.

Expenditure Refunds

Expenditure refunds or reimbursements are cash receipts collected because of a refund relating to an overpayment of expenditure. For example, if an invoice for five desks is paid in full, but only three are received, the refund for the price of two desks is an expenditure refund (or reimbursement).

Expenditure refunds for current and prior year expenditures are entered manually into R★STARS using transaction codes to record receipt of current and prior year expenditure refunds.

Deferred Revenue Recognition

Deferred revenue is recorded when cash is received for something that has not yet been earned. For example, subscription revenues received but not yet earned.

Accounts Receivable Invoicing

The invoicing features of R★STARS can be utilized when recording Accounts Receivable - Billed at the invoice level. Once entered at a detail level invoices can be run for mailing to customers.

Accumulation of Interest and Late Charges

R★STARS supports the collection process by providing for the automatic accumulation of interest and/or late charges based on user-defined parameters, aging schedules, statements, and past due notices. Separate totals for interest and principal are provided.

10.2 REVENUE REPORTING

After revenue cycle transactions have been entered, the status of accounts receivables, revenues, and expenditure refunds (or reimbursements) should be monitored. R★STARS provides two types of reporting capabilities that enable users to monitor the status of the transactions: on-line inquiry and standard reports. The following sections describe on-line inquiries and the standard reports available for revenue cycle transactions.

On-Line Inquiry

On-line inquiry allows the users to access the on-line system to view specific Document Financial Table records. Transactions that do not have Document Financial Table support may be viewed on-line using the General Ledger or Accounting Event Inquiry screens.

The available inquiries are:

- 59 Vendor Document Inquiry
- 64 Document Record Inquiry
- 65 General Ledger Record Inquiry
- 84 Accounting Event Record Inquiry
- 85 Vendor Transactions Inquiry

Standard Reports

The standard reports are requested by the R★STARS user. Some of these reports are requested only centrally and others are requested only by the agencies.

10.3 REVENUE EXAMPLES

In this section, two examples of a revenue transaction are given. One without use of RTI, and one using RTI.

Example 1

This example uses the table values set up in the diagram on the following page.

Cash is received in the amount of \$35,000.00 to be designated for start-up costs for Internal Training. The funds were received on January 12. This is a non-invoiced, budgeted amount, and is split as follows:

Management Training	\$ 8,000.00
R★STARS Training	11,000.00
Other Systems Training	16,000.00

The completed 504 Revenue and Receipts Transaction Entry screens to record the cash receipts are shown on the following pages.

Example 2

This example addresses entering deposits using a recurring transaction index RTI.

R★STARS transaction split process is designed to reduce the manual effort necessary for repetitive posting of like transactions. This process provides the capability for splitting any type of transaction, such as revenues, expenditures, pre-encumbrances, and encumbrances. The split accounting classification is established on the 550 Recurring Transaction profile. An RTI is designated as a 'split RTI' by assigning an RTI type of "S" on the 550 Recurring Transaction profile.

R★STARS transaction split process only allows splitting transactions by the following elements:

■ Fund	■ Subgrantee (Not used in Michigan)
■ Multipurpose Code	■ Appropriation Number
■ Agency Code 1	■ Appropriation Year
■ Agency Code 2	■ Grant/Phase
■ Agency Code 3	■ Project/Phase

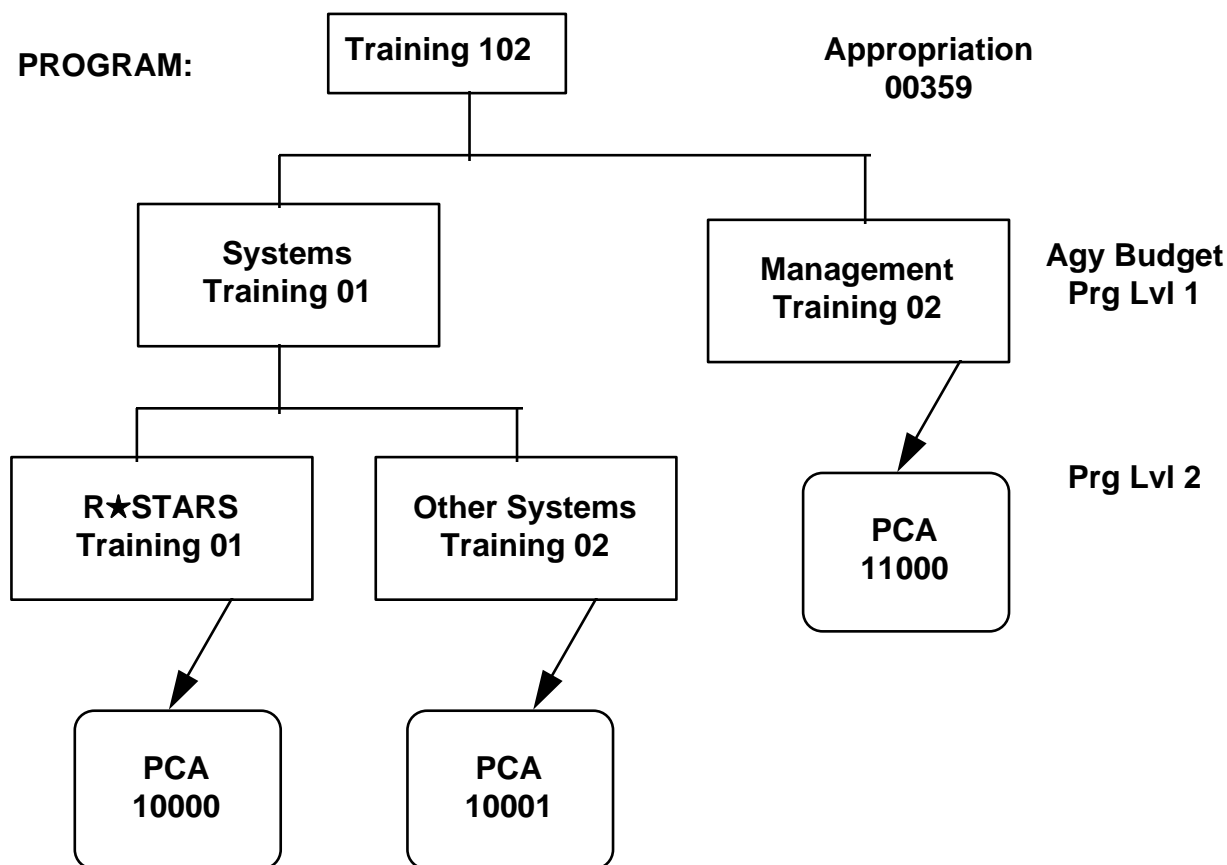
This process is not intended to split transactions by Organization, Program, Index or PCA. Typically, agencies will use an RTI to split a transaction across several funding sources.

When the entered transaction (known as the parent) is successfully posted, it technically no longer exists in R★STARS as a transaction, since it has been split into as many as 10 transactions. R★STARS assigns a “Y” in the Parent (P) field to indicate the input transaction. The remaining transactions are split transactions. Transactions with a “Y” in the Parent Indicator field on the 520 View Batch Header screen are parent transactions, and all other transactions with the same document number are split transactions. Although the parent transaction is displayed in the batch header screens, the transaction as it was entered no longer exists after the transaction is successfully split. There is no Accounting Event record created for the parent transaction, and there is no impact on the financial tables. Instead, the split transactions are reflected in the Accounting Event and all applicable financial tables. The parent transaction is, however, posted to the Internal Transaction and History File for internal use.

If you are using an RTI when recording deposits, the following steps should be followed:

- 1) If you enter a batch count and batch amount on the 500 Batch Header Entry screen, you need to include both the parent transactions and the split transactions. For example, if your deposit is for \$1,000 and you are going to use an RTI to split a transaction across five funding sources, your entered count should be six (parent transaction plus 5 split transactions) and your entered amount should be \$2,000 (parent transaction plus 5 split transactions). Otherwise, if the entered count and entered amount are not entered on the 500 Batch Header Entry screen, the system will automatically calculate these amounts.
- 2) The deposit ticket amount should be entered in the Document Amount field on the 504 Revenue/Receipts Transaction Entry screen. The document amount (deposit ticket amount) will appear on the 101 Deposit Validation screen for Treasury approval. The total of all the split transactions (not including the parent transactions) should equal the document amount.
- 3) After all the transactions have been successfully written, the agency should balance and release the batch creating a batch status of “A.” Treasury will only approve deposits that have a batch status of “A.”

SUMMARY OF CLASSIFICATION ELEMENTS USED FOR REVENUE CYCLE EXAMPLE 1



Appropriation 00359 is at the agency level and is single funded through the general fund.
 PCA 10000 looks-up the following elements: Fund 0001 & Index Code 60001
 PCA 10001 looks-up the following elements: Fund 0001 & Index Code 60002
 PCA 11000 looks-up the following elements: Fund 0001 & Index Code 60002

To record the portion of the cash received allocated to R★STARS training (PCA 10000):

```

S504 2.0                      R★STARS ACCOUNTING          08/15/01 12:00 PM
LINK TO:                      REVENUE/RECEIPTS TRANSACTION ENTRY  NOTE:  FACS
BATCH: AGENCY ABZ DATE 080401 TYPE 2 NO 105 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: 080401 EFF DATE: 080401 DUE DATE:          SERV DATE:
CUR DOC/SFX: 11000001 001 REF DOC/SFX:          MOD:  AGENCY: ABZ
TRANS CODE: 190      DEPOSIT: DISTRIBUTED REVENUE-AGENCY
INDEX:
PCA: 10000      R★STARS TRAINING DIVISION          AY: 01
COMP/AGY OBJ: 4751      RENTAL OF LAND
AMOUNT: 00000011000.00 RVS:          DESC:
DOC COUNT: 00001      DOC AMT: 00000035000.00 DOC AGY: ABZ  FO:  BANK ID:
VEND/MC:          NM: STATE TRAINING GRANT
PMT TYPE:  INT:          ADD1:
BANK:          ADD2:
DISC DT:          TM:          ADD3:
PEN DT:          TM:          ADD4:
PEN AMT:          CITY:          ST:          ZIP:
DI#:          APPN NO:          FUND:          GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1: 2:          3:          RTI:
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-PRINT
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

To record the portion of cash received allocated to Other Systems Training (PCA 10001):

```

S504 2.0                      R★STARS ACCOUNTING          08/15/01 12:00 PM
LINK TO:                      REVENUE/RECEIPTS TRANSACTION ENTRY  NOTE:  FACS
BATCH: AGENCY ABZ DATE 080401 TYPE 2 NO 105 SEQ NO 00003 MODE EDIT AND POST
DOC DATE: 080401 EFF DATE: 080401 DUE DATE:          SERV DATE:
CUR DOC/SFX: 11000001 002 REF DOC/SFX:          MOD:  AGENCY: ABZ
TRANS CODE: 190      DEPOSIT: DISdRIBUTED REVENUE-AGENCY
INDEX:
PCA: 10001      OTHER SYSTEM TRAINING DIVISION          AY: 01
COMP/AGY OBJ: 4751      RENTAL OF LAND
AMOUNT: 00000016000.00 RVS:          DESC:
DOC COUNT: 00001      DOC AMT: 00000035000.00 DOC AGY: ABZ  FO:  BANK ID:
VEND/MC:          NM: STATE TRAINING GRANT
PMT TYPE:  INT:          ADD1:
BANK:          ADD2:
DISC DT:          TM:          ADD3:
PEN DT:          TM:          ADD4:
PEN AMT:          CITY:          ST:          ZIP:
DI#:          APPN NO:          FUND:          GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD-1: 2:          3:          RTI:
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP F2-INVOICE F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F8-PRINT
F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

To record the portion of the \$35,000.00 cash received allocated to Management Training (PCA 11000):

```

S504 2.0                      R★STARS ACCOUNTING          08/15/01 12:00 PM
LINK TO:                      REVENUE/RECEIPTS TRANSACTION ENTRY  NOTE:  FACS
BATCH: AGENCY ABZ DATE 080401 TYPE 2 NO 105 SEQ NO 00004 MODE EDIT AND POST
DOC DATE: 080401   EFF DATE: 080401   DUE DATE:           SERV DATE:
CUR DOC/SFX: 11000001 003 REF DOC/SFX:           MOD:  AGENCY: ABZ
TRANS CODE: 190      DEPOSIT: DISTRIBUTED REVENUE-AGENCY
INDEX:
PCA: 11000      MANAGEMENT TRAINING DIVISION              AY: 01
COMP/AGY OBJ: 4751      RENTAL OF LAND
AMOUNT: 00000008000.00  RVS:           DESC:
DOC COUNT: 00001   DOC AMT: 00000035000.00  DOC AGY: ABZ FO:   BANK ID:
VEND/MC:           NM: STATE TRAINING GRANT
PMT TYPE:  INT:      ADD1:
BANK:           ADD2:
DISC DT:      TM:      ADD3:
PEN DT:      TM:      ADD4:
PEN AMT:           CITY:           ST:      ZIP:
DI#:           APPN NO:           FUND:      GL ACCT/AGY:
GRANT NO/PH:           SUBGRANTEE:           PROJ NO/PH:
MPCD:           AGY CD-1: 2:      3:           RTI:
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP  F2-INVOICE  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F8-PRINT
F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

10.4 ACCOUNTS RECEIVABLE INVOICE — EXAMPLE

In this section, an example of an accounts receivable invoice transaction is given. The example uses the table value set-up in the diagram on page 10.3-3.

Example

A customer is being billed for a state bar license. The fee is \$100 per year. The bills are dated the first day of September and are due by the first day of October. The completed 504 Revenue Receipts Transaction Entry screen to record the receivable is shown below and the Invoice Detail screen is shown on the following pages.

```

S504 2.0                      R★STARS ACCOUNTING                      08/15/01 12:00 PM
LINK TO:                      REVENUE/RECEIPTS TRANSACTION ENTRY      NOTE:      FACS
BATCH: AGENCY ABZ DATE 080401 TYPE 2 NO 102 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: 090101   EFF DATE: 090101   DUE DATE: 100190   SERV DATE: 090101
CUR DOC/SFX: AA000001 001 REF DOC/SFX:                      MOD:      AGENCY: ABZ
TRANS CODE: 103      ESTABLISH A/R (NON-GOVERNMENTAL)-REVENUE
INDEX:
PCA: 10000          BAR LICENSE DIVISION                      AY: 01
COMP/AGY OBJ: 4235   PROFESSIONAL FEES
AMOUNT: 00000000100.00 RVS:                      DESC:
DOC COUNT: 00001   DOC AMT: 00000000100.00 DOC AGY: ABZ FO:   BANK ID:
VEND/MC:                      NM: JOHN DOE
PMT TYPE: INT:          ADD1: 111 1ST STREET
BANK:                      ADD2:
DISC DT:              TM:   ADD3:
PEN DT:              TM:   ADD4:                      CTRY:
PEN AMT:              CITY: AUSTIN                      ST: TX  ZIP: 78752
DI#:                      APPN NO: 10001  FUND: 0001          GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:                      PROJ NO/PH:
MPCD:              AGY CD-1: 2: 3:                      RTI:
TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP  F2-INVOICE  F3-RTI  F4-EDIT  F6-BALANCING  F7-DETAILS  F8-PRINT
F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT

```

515/94 INVOICE ENTRY/AGENCY MESSAGE PROFILES**(Not used in Michigan)**

The user can attach standard messages to invoices that are sent to customers or vendors. This can be done either by selecting the “F2 — MSG” key which will interrupt the user to the 94 Agency Message profile, or by simply typing an agency and keyword of a previously saved message on the 515 Invoice Entry screen.

```
S515 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      INVOICE ENTRY              FACS
ACTIVE
BATCH-   AGY: RG1   DATE: 011994   TYPE: 2   NO: 987   DOC NO/SFX: PP000000 001
AGY:      MSG:

MMDDYY  -----NARRATIVE-----  QTY    UNIT  COST      EXTENSION
011994  ORANGE JUICE              25      2.50      62.50
011994  LEMONADE                  15      1.00      15.00
011994  TOMATO JUICE              10      1.25      12.50

                                     TOTAL:          93.00

INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-MSG F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

```

S094 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      AGENCY MESSAGE PROFILE      FACS
ACTIVE
AGY: RG1  KEYWORD: TERMS      PAGE: 01

PLEASE REMITT PAYMENT IN 30 DAYS.

```

```

                                STATUS CODE: A
EFF START DATE: 01201994  EFF END DATE:      LAST PROC DATE:
Z01 RECORD SUCCESSFULLY ADDED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

If F2 is selected, the user is taken to the 94 Agency Message profile. A new message may be added and old messages may be updated. For a new message, agency and keyword and text must be entered and saved. The agency and keyword are then displayed when interrupting back to the 515 Invoice Entry screen. After the invoice and message are saved, and if enter (inquire) is pressed, the first line of the message associated with the keyword is displayed on the 515 Invoice Entry screen.

```

S515 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      INVOICE ENTRY              FACS
ACTIVE
BATCH-  AGY: RG1  DATE: 011994  TYPE: 2  NO: 987  DOC NO/SFX: PP000000 001
AGY: RG1  MSG: TERMS
ON TUESDAY MORNING, DRINKS WILL BE AVAILABLE IN THE LOBBY FOR ALL EMPLOYEES IN
MMDDYY -----NARRATIVE----- QTY      UNIT COST      EXTENSION
011994 ORANGE JUICE                25         2.50         62.50
011994 LEMONADE                    15         1.00         15.00
011994 TOMATO JUICE                 10         1.25         12.50

```

```

                                TOTAL:          93.00
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-MSG F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT

```

10.5 FINANCE CHARGES

(Not used in Michigan)

R★STARS supports the collection process by providing for the automatic accumulation of interest and late charges (flat fee amount) based on user defined parameters, aging schedules, statements, and past due notices. Separate totals for interest and principal are also provided.

The overnight batch process (DAFM310) reviews accounts receivable documents in the Document Financial Table for eligibility for interest and/or late charge calculation. Control indicators maintained in the 25 Agency Control profile determine when the interest calculation process is performed and for which month the interest and fees are posted. If the accounts receivable documents meet the criteria for eligibility listed below, interest will be calculated and an accounting transaction will be generated for recording the interest and/or late charge amounts. Interest is calculated utilizing the interest rate in one of the following profiles:
The interest rate is taken from this profile if the document type is subject to interest.

- **53 Agency Document Control Profile** — the interest rate is taken from this profile if the document type is subject to interest.
- **54 Agency Receivable Document Exemption Profile** — the interest rate is taken from this profile if a particular document (whose document type is in the 53 screen) is subject to a different interest rate.

Interest and Late Charge Eligibility Criteria

- The document has been given final approval.
- There is an entry in the Agency Receivable Document Control profile for the Agency and Document Type.
- The document balance is greater than zero.
- There is no interest activity for the document in the month specified in the 25 Agency Control profile.
- The document due date, compared to the current date, is equal to or greater than the number of days past due on the Agency Receivable Document Control profile, i.e., the number of days before calculating interest have expired.

- There is not an entry in the 54 Agency Receivable Document Exemption profile for the document with an “Override Interest and Late Fee Calculation” indicator of “Y.”

The 53 Agency Document Control profile allows updates to the data that is used to calculate monthly interest and late charges. This data is keyed on agency and document type. Other information elements in this profile are Days Past Due Date, Transaction Code, Interest Rate, Comptroller and Agency Object, Late Fee, and Compound Interest Flag (Y/N). Each of these Information Elements is described in the following paragraphs.

- **Days Past Due Date** — the days past due date field indicates the number of days after the payment due date that interest and/or late fees can be applied.
- **Transaction Code** — the transaction code is used to post the interest and/or late fee to the account.
- **Interest Rate** — the interest rate is entered as a percentage, (e.g., “99.999”).
- **Comptroller and Agency Object** — either the comptroller or agency object is entered for the posting of the interest. If both the comptroller and agency objects are entered, then the comptroller object looked up by the agency object in the D11 must be left blank or must be equal to the comptroller object entered.
- **Late Fee** — the late fee is entered as a dollar amount, (e.g., “15.00”). Either the comptroller or agency object is entered for posting the late fee.
- **Compound Interest Flag** — the compound interest flag (Y/N) determines whether or not the interest is to be compounded.

Documents that are exempt from interest and late fee calculations are entered in the 54 Agency Receivable Document Exemption profile. This profile is keyed on agency, document number and fiscal year.

An example on the next two pages shows the following:

- Screen A, the 53 Agency Document Control profile, has an entry for agency AAA and document type GG, and is therefore subject to interest accumulation.
- Screen B, the 54 Agency Receivable Document Exemption profile, has an entry for a specific document and an overriding interest rate, i.e., overriding the interest rate in the 53 profile.

- Screen C, the 54 Agency Receivable Document Exemption profile, has an entry for a specific document and is exempt from interest calculation. This also overrides the 53 profile.

Screen A

S053 VER 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	AGENCY DOCUMENT CONTROL PROFILE	FACS
AGENCY:	DOC TYPE:	
INTEREST AND LATE FEE CALCULATION		
DAYS PAST DUE DATE:	TRANSACTION CODE:	
INTEREST RATE:	COMP OBJ:	AGENCY OBJ:
LATE FEE:	COMP OBJ:	AGENCY OBJ:
COMPOUND INTEREST:	(Y/N)	
TRANSFER TO COLLECTIONS		
SUBJECT TO TRANSFER:	(Y/N)	
DAYS BEFORE TRANSFER:		
CLOSING STAGE:		
EFF START DATE:	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

Screen B

S054 2.0	R★STARS ACCOUNTING	08/15/94 12:00 PM
LINK TO:	AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE	FACS
AGENCY: AAA	DOC NO: GG123456	FY: 94
EXEMPT FROM:		
INTEREST AND LATE FEE CALCULATION: N (Y/N)		
TRANSFER TO COLLECTIONS: N (Y/N)		
DUNNING NOTICE PREPARATION: (Y/N)		
INTEREST RATE: 6.00		
EFF START DATE: 01181994	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

Screen C

```
S054 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE      FACS

                                AGENCY: AAA   DOC NO: GG999999  FY: 94

EXEMPT FROM:

INTEREST AND LATE FEE CALCULATION: Y (Y/N)
TRANSFER TO COLLECTIONS: N (Y/N)
DUNNING NOTICE PREPARATION: N (Y/N)
                                INTEREST RATE:

                                STATUS CODE: A
EFF START DATE: 01181994      EFF END DATE:      LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

10.6 TRANSFERS TO CENTRAL COLLECTION UNIT

(Not used in Michigan)

R★STARS supports the ability to automatically transfer delinquent receivables to a central collection unit.

The overnight batch process (DAFM310) reviews accounts receivable documents in the Document Financial Table for eligibility for transfer to collections. Control indicators maintained in the 25 Agency Control profile determine if the transfer process is performed. If the accounts receivable documents meet the criteria for eligible documents listed below, the receivable will be transferred to collections.

Transfer to Collection Eligibility Criteria

- The document balance must be greater than zero.
- The document type is listed in the D54 System Parameters Table as eligible.
- The “Subject to Transfer” indicator in the 53 Agency Document Control profile is “Y” for the document type.
- The number of days before transfer has expired.
- There is not an entry in the 54 Agency Receivable Document Exemption profile for the document with an “Exempt From Transfer to Collections” indicator of “Y.”

Specific documents that are exempt from transfer to collections are entered in the 54 Agency Receivable Document Exemption profile. This profile is keyed on agency, document number and fiscal year.

The example on the following page illustrates the combined use after 53 Agency Document Control profile and the 54 Agency Receivable Document Exemption profile.

- Screen A, the 53 Agency Document Control profile, has an entry for agency AAA and document type GG, with a “Subject to Transfer” indicator of “Y.”
- Screen B, the 54 Agency Receivable Document Exemption profile, has an entry for a specific document with an “Exempt from Transfer to Collection” indicator of “Y.” Thus, this document will not be transferred.

Screen A

```
S053 VER 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    AGENCY DOCUMENT CONTROL PROFILE    FACS

AGENCY:  AAA DOC TYPE:  GG

INTEREST AND LATE FEE CALCULATION
DAYS PAST DUE DATE:        TRANSACTION CODE:
INTEREST RATE:             COMP OBJ:      AGENCY OBJ:
LATE FEE:                 COMP OBJ:      AGENCY OBJ:
COMPOUND INTEREST:        (Y/N)

TRANSFER TO COLLECTIONS
SUBJECT TO TRANSFER: Y (Y/N)
DAYS BEFORE TRANSFER:
CLOSING STAGE:

EFF START DATE:            EFF END DATE:            STATUS CODE: A
                                  LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Screen B

```
S054 2.0                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                    AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE    FACS

AGENCY:  AAA   DOC NO:  GG555556   FY:  94

EXEMPT FROM:

INTEREST AND LATE FEE CALCULATION: N (Y/N)
TRANSFER TO COLLECTIONS: Y (Y/N)
DUNNING NOTICE PREPARATION:   (Y/N)
INTEREST RATE:

EFF START DATE: 01181994   EFF END DATE:            STATUS CODE: A
                                  LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

10.7 REVENUE-RELATED MAINTENANCE SCREENS

The following six screens are used to perform maintenance and to support processes associated with revenue activity. These six screens are:

- 53 Agency Document Control Profile **(Not used in Michigan)**
- 54 Agency Receivable Document Exemption Profile **(Not used in Michigan)**
- 50 Deposit Redemption Error File Maintenance **(Not used in Michigan)**
- 109 Cash Receipts Table Status Maintenance **(Not used in Michigan)**
- 101 Deposit Validation Screen
- 516 Open Document Fast Entry Screen **(Not used in Michigan)**

Each screen and its coding instructions are presented in the following pages.

**53 AGENCY DOCUMENT CONTROL PROFILE
INPUT CODING INSTRUCTIONS****(Not used in Michigan)**

The 53 Agency Document Control profile supports receivable collection process by automatic accumulation of interest and/or late charges. The collection process is controlled by document type. Agencies determine when to initiate collection procedures and the interest rate and/or late fee charged to delinquent accounts. Also controlled with this profile is the month end closing stage for the document type and the transferring of delinquent accounts to a central collections unit. An agency defines if the document type is subject to the automatic transfer to collections and when the transfer occurs.

Control Key

- **Agency** Enter the three-character agency, which must exist in the D02 profile.
- **Doc Type** Enter the two-character document type, which must exist in the 33 Document Type profile.

Information Elements**Interest & Late Fee Calculation**

Each agency defines receivable collection procedures using the 53 profile. Agencies define when collection procedures begin on delinquent accounts. To apply the interest and/or late fee, set the interest fee calculation run month indicator on the Agency Control profile (25) to "Y." If this indicator is "Y" the system applies the interest and/or late fee during the IEU (input edit update) process.

- **Days Past Due Date** Enter up to three digits for the days past due date. This field determines the number of days after a document is due that must pass before delinquent procedures begin.
- **Transaction Code** Enter the three-character transaction code, which must exist in the 28A Transaction Code profile. The transaction code posts the interest and/or late fee to the account.

- **Interest Rate** Enter the interest rate charged to the delinquent receivable. Enter the interest rate as a percentage. If the interest rate is 8.25%, enter the percentage as 8.25 (not .0825). The maximum interest rate is 99.999%.
- **Comp Obj** Enter the four-digit comptroller object which must be defined in the D10 profile. If entered this must be a revenue comptroller object. This is the comptroller object used in the interest calculation.
- **Agency Obj** Enter the four-digit agency object which must be defined in the D11 profile. If entered this must be a revenue agency object. This is the agency object used in the interest calculation.
- **Late Fee** Enter up to an eight-digit late fee charged to a past due receivable. This is the dollar amount charged to the receivable for being overdue. This amount may be as large as \$9999.99.
- **Comp Obj** Enter the four-digit comptroller object which must be defined in the D10 profile. If entered this must be a revenue comptroller object. This is the comptroller object used in the late fee calculation.
- **Agency Obj** Enter the four-digit agency object which must be defined in the D11 profile. If entered this must be a revenue agency object. This is the agency object used in the late fee calculation.
- **Compound Interest** Enter the one-character “Y” (Yes) or “N” (No) compound interest indicator. This field determines if interest is compounded.

Transfer to Collections

In addition to late fee and interest calculations, this profile maintains data used in transferring accounts to collections. Agencies identify if the document type is subject to automatic transfer and how many days a receivable must be overdue before transfers occur. Set the collection transfer run indicator on the Agency Control profile (25) to “Y” to transfer delinquent accounts to collections.

- **Subject to Transfer** Enter the one-character “Y” (Yes) or “N” (No) subject to Transfer indicator. This indicates if the document type is subject to automatic transfer to collections.

- **Days Before Transfer** Enter up to three digits for the days before transfer or leave blank. This field determines the number of days that must pass before the delinquent account is transferred to collections. If left blank the document type is subject to the statewide default number of days until transferred to collections. This number is defined in the D54 System Parameters profile with a Table ID of "XCOL" and a Key 1 of "Number of Days."
- **Closing Stage** Enter a two-digit month end closing stage, which indicates the level of year-end closing stage for the document type. If this code is not being used enter "99" for the closing stage.
- **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. Use this to inactivate a record no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. Leaving this field blank causes the record to be immediately available.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be blank.

Document Exemptions

Use the Agency Receivable Document Exemption profile, 54, to exempt specific documents from interest and late fee calculations as well as from transfers to collections. See the 54 coding instructions for more information.

S053 VER 2.0

R★STARS ACCOUNTING

08/15/94 12:00 PM

LINK TO:

AGENCY DOCUMENT CONTROL PROFILE

FACS

AGENCY: DOC TYPE:

INTEREST AND LATE FEE CALCULATION

DAYS PAST DUE DATE: TRANSACTION CODE:

INTEREST RATE: COMP OBJ: AGENCY OBJ:

LATE FEE: COMP OBJ: AGENCY OBJ:

COMPOUND INTEREST: (Y/N)

TRANSFER TO COLLECTIONS

SUBJECT TO TRANSFER: (Y/N)

DAYS BEFORE TRANSFER:

CLOSING STAGE:

STATUS CODE: A

EFF START DATE:

EFF END DATE:

LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

**54 AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE
INPUT CODING INSTRUCTIONS****(Not used in Michigan)**

The purpose of this screen is to exempt specific documents from the standard delinquent collection procedures applicable to their document type. The standard procedures to be applied to delinquent receivable are defined by document type in the 53 Agency Receivable Document Control profile. The Agency Receivable Document Exemption profile can only be used to exempt a document from existing collection procedures that apply to its document type. This screen can not be used to add delinquent procedures to a specific document that are not applicable to its document type. This screen can only recall existing documents in the Document Financial Table using the following control keys:

Control Key

- **Agency** This three-character field identifies the document agency and must be a valid record in the 53 Agency Receivable Document Control profile. This field is required.
- **Doc No** The eight-character document number identifies the document to be added to or changed on the Receivable Document Exemption Table. The first two characters of the document number must represent a valid document type in the 53 Agency Receivable Document Control profile. This field is required.
- **FY** The two-digit field identifies the fiscal year the document was created. This field is required.

Information Elements

Indicators — the delinquent receivable collection process is defined in the Agency Receivable Document Control (screen 53) by document type. The following indicators allow the user to suppress the collection procedures that are in-place for the document selected as a result of its document type. Each indicator listed below is either “Y” for yes - the procedure should be suppressed and should not be applied to the document, or a “N” for no - the procedure should not be suppressed and therefore remains in effect.

These indicators cannot be used to start collection procedures on a document that is not defined on the agency receivable document control for that document type.

For example, if transfer to collections is not defined as a collection procedure for a document type, then these indicators cannot be used to turn on the transfer to collections procedure for an individual document in that document type.

- **Interest & Late Fee Calculation** Indicates if the document will be charged interest and late fees.
- **Transfer to Collections** Indicates if the document will be transferred to collections after a certain period of delinquency.
- **Dunning Notice Preparation** Indicates if a prearranged series of dunning letters will be sent as the invoice reaches certain stages of delinquency.
- **Interest rate** Enter the interest rate as a percentage.
- **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

Reissue Date: November 1, 1997

R★STARS

Page: 10.7-8

Revised: July 15, 2001

Data Entry Guide The Revenue Cycle

```
S054 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                      AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE      FACS

                                AGENCY:          DOC NO:          FY:

EXEMPT FROM:

INTEREST AND LATE FEE CALCULATION:  (Y/N)
TRANSFER TO COLLECTIONS:           (Y/N)
DUNNING NOTICE PREPARATION:        (Y/N)
                                INTEREST RATE:

                                STATUS CODE: A
EFF START DATE: 01311994    EFF END DATE:          LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

50 DEPOSIT REDEMPTION ERROR FILE MAINTENANCE PROFILE INPUT CODING INSTRUCTIONS

(Not used in Michigan)

The purpose of the 50 Deposit Redemption Error File Maintenance screen is to provide the capability of scrolling records for review and/or flagging for deletion from the Deposit Redemption Error file. Deposit transactions that fail the deposit reconciliation batch process matching criteria are written to this file for analysis. Those records flagged for deletion are removed from the file by a nightly batch process.

Control Key

- **Agency** Enter the three-character agency. (Required)
- **Bank ID** Enter the three-character bank ID or leave blank. This element represents the bank ID that is looked-up from the D23 Fund profile when the deposit transaction is entered in R★STARS.
- **Ref Number** Enter the six-character reference number or leave blank. This element represents the agency's deposit number to the bank.

Information Elements

- **Delete Flag** The delete flag defaults to "N" (do not delete) for each record written into the file. If the flag value is changed to "Y" (delete the record), the nightly Deposit Reconciliation batch process will delete it.
- **Clear Date** The system generates clear date.
- **Error Code** The system generates the error code.
- **Error Message** The system generates the error message.

The DAFR3771 Deposit Redemption Error File Report provides a listing of all deposit records in the file by agency. Room is available on the report to document resolutions.

Reissue Date: November 1, 1997

R★STARS

Page: 10.7-10

Revised: July 15, 2001

Data Entry Guide The Revenue Cycle

S050 2.0 R★STARS ACCOUNTING 08/15/94 12:00 PM
LINK TO: DEPOSIT REDEMPTION ERROR FILE MAINTENANCE FACS

AGENCY	BANK ID	REF NUMBER	DELETE FLAG	CLEAR DATE	ERROR CODE	ERROR MESSAGE
--------	------------	---------------	----------------	------------	---------------	---------------

F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

**109 CASH RECEIPTS TABLE STATUS MAINTENANCE
INPUT CODING INSTRUCTIONS****(Not used in Michigan)**

The purpose of the 109 Cash Receipts Table Status Maintenance screen is to provide the user the ability to update the status of cash receipts records on-line when not correctly reconciled by the nightly batch process. Only the status of the record can be changed on this screen.

Control Key

- **Agency** Enter the three-character agency. (Required)
- **Bank ID** Enter the three-character bank ID or leave blank. This element represents the bank ID that is looked up on the D23 Fund profile when the deposit transaction is entered in R★STARS.

Information Elements

- **Deposit Record Number** Enter the six-character deposit record number (this is the same value as the reference number on the 50 Deposit Redemption Error File Maintenance screen) or leave blank.
- **Deposit Amount** The net amount of the deposit is displayed and protected.
- **Doc Type** The two-character document type, which is part of the document number used to enter the deposit in R★STARS is displayed and protected.
- **Status** Displays the current status of the document. The status is "D" (deposited) when first written to the table. If a correctly matching deposit record is found on the bank tape, the status is changed to "A" (accepted) during the batch process. The status may be changed from "D" to "A" on this screen. Once changed to "A," the status cannot be changed back to "D."
- **Clearance Date** Displays the date the deposit was cleared by the bank. This date is updated during the batch process if the status is changed to "A." If the status is changed, on-line, the clearance date is required and must be in MMDDYYYY format.
- **Deposit Date** Displays the date the deposit was sent to the bank. It is a protected field.

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R★STARS

Page: 10.7-12

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Data Entry Guide The Revenue Cycle

S109 2.0 R★STARS ACCOUNTING 08/15/94 12:00 PM
LINK TO: CASH RECEIPT TABLE STATUS MAINTENANCE FACS

DEPOSIT INFORMATION:

AGENCY:
BANK ID:
DEPOSIT RECORD NUMBER:

DEPOSIT AMOUNT:
DOC TYPE:
STATUS: (A=ACCEPTED, D=DEPOSITED)
CLEARANCE DATE:
DEPOSIT DATE:

F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

101 DEPOSIT VALIDATION SCREEN INPUT CODING INSTRUCTIONS

The purpose of the 101 Deposit Validation screen is to provide the capability for Treasury to approve or disapprove agencies deposits. All unapproved deposits for an agency are displayed on this screen awaiting the input of the appropriate approval or rejection action code. Once approved, the Treasurers Group of Accounts is updated for the cash receipt.

When an agency sees a rejection reason code, it is the agency's responsibility to correct the error. Agencies should contact the Treasury, Receipts Processing Division for procedures on reviewing the 101 screen.

Control Key

- **Agy** Enter the three-character document agency. (Required)
- **FY** Enter the two-digit field that identifies the fiscal year the document was created or leave blank. If blank, the system will default to the System Management Current Fiscal Year.
- **Agy/Action Code** Identifies the system wide agency/action code that is used to approve the deposit documents. Generally, the users that access the Deposit Validation screen will have a user class established in the Security profile that will default the action code for approval of all deposits.

Information Elements

- **S** This element is available for selecting a specific deposit and utilizing function key F12 to link to the 39 Approvals by Document screen, or use the F9 key for an active interrupt to view all the detail records associated with that particular deposit.
- **Act Code** Input the action code, as defined in the D44 Action Code profile that should be applied to the detailed document. If all documents on a single screen have the same action code, the F4-Fill In function key is used to fill the action codes for each row of documents.
- **Cur Doc** The current document number is a protected field that identifies the deposit number from the preprinted deposit slip.
- **Batch Date** The batch date is a protected field that identifies the date of deposit.

- **Bank ID** The bank ID is a protected field that identifies the bank (which infers the American Banking Association (ABA) Number and Account Number) associated with the deposit.

- **Total Deposit Amt** The total deposit amount is a protected field that identifies the total amount of the deposit.

- **Last Act Cd** The last action code is a protected field that identifies the last action that was taken on the document.

- **User ID** The user ID is a protected field that identifies the individual who input the relating document.

```

S101 VER 2.0          R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:              DEPOSIT VALIDATION SCREEN          FACS

AGY:      FY:      AGY/ACTION CODE:

      ACT      BATCH      BANK      TOTAL      LAST
      CODE     DATE      ID      DEPOSIT AMT  ACT CD  USER ID

S

```

Using R★STARS Note Pad to Obtain the Bank ID When Reclassifying Entries (Credit Memos, Debit Memos, and Returned Items)

Treasury, Receipts Processing Division, enters bank information in the R★STARS Electronic Note Pad. Bank ID information needed to reclassify entries (e.g., credit memos, debit memos, returned items) can be located by accessing the Electronic Note Pad (Screen 103) through Screen 39; Approvals by Document and recalling your document and entering “Note” in the Link To field and pressing the <F9> function key to access the information in the Electronic Note Pad.

Michigan Specific

The Treasurer’s Group of Accounts is not updated for cash received by agencies until Treasury has approved the deposit against a validated deposit slip through the Deposit Validation screen. However, the cash received by the agencies will post directly to agency budgets.

10.8 TRAVEL AUTHORIZATIONS (ADVANCES)

Enhanced Travel A

Travel authorizations are created using the Travel AUTH/ADV Header Entry ADPICS 1605 screen. Travel authorizations may be monetary or non-monetary. Non-monetary transactions use Interface Type 'XX'. Travel advance collections are processed in R★STARS using the Revenue Receipts Transaction Entry screen.

The following table summarizes the entries involved in the issuance and liquidation of the travel authorization:

Purpose	Interface Type	TC	Index	Comptroller Object
Issue and advance	TA	241	99965	7205
Liquidate advance/Record actual travel expenditures	❖ TV	286/ 287	Proper	Proper

- ❖ Note that one transaction is processed. R★STARS payment processing will generate the travel advance liquidation with TC 286 using Index 99965 and comptroller object 7205 and the travel voucher with TC 287 using the proper Index and comptroller object (entered on the ADPICS PCHL1900 screen).

Interface Type TV (TC 286-travel advance liquidation) posting to the Document Financial Table clears the travel advance previously established with Interface Type TA (TC 241-travel advance). The reference document number required to be entered on this transaction will be used to match to the Document Financial Table. The system will automatically liquidate the advance when the Travel AUTH/ADV ID is entered on the Travel Voucher Header Entry screen PCHL1900.

Enhanced Travel B

Enhanced Travel B advances are issued using the ADPICS Direct Voucher Header Entry screen, PCHL1800. Travel advance collections are processed in R★STARS using the Revenue Receipts Transaction Entry screen.

The following table summarizes the entries involved in the issuance and liquidation of the Travel B advance:

Purpose	Interface Type	TC	Index	Comptroller Object
Issue an advance	BA	297	99965	7205
Liquidate an advance	TL	243	99965	7205
Record actual travel expenditures	BT	299	Proper	Proper

Interface Type TL (travel advance liquidation) posting to the Document Financial Table clears the travel advance previously established with Interface Type BA (travel advance). The reference document number required to be entered on this transaction will be used to match to the Document Financial Table. When liquidating an advance and recording an expenditure for the amount of travel expenditures incurred, both a liquidation Interface Type TL and a voucher Interface Type BT need to be processed.

To match (TL & BT) to the Document Financial Table, the following are essential:

- Final approve/post Interface Type TL (travel advance liquidation) in ADPICS on the same day as the BT (direct voucher) is final approved/posted.
- Use a PDT (payment distribution type), which combines across documents. Therefore, you have four options. You should use either “MA,” Mail-Across Documents - A/R Offset, “M2,” Mail-Across Documents - No A/R Offset, “DA,” EFT – Across Documents – A/R Offset, or “D2,” EFT – Across Documents – No A/R Offset.
- Use the same mail code and vendor number on both TL and BT.
- Use the same due date on both TL and BT.

In ADPICS, the voucher (BT) is created to record the travel expenditures based on the travel claim. This voucher is combined with the transaction generated from the liquidation (TL) through the use of the PDT “MA,” “M2,” “DA,” or “D2.” The second voucher that charges the travel expenditure is combined with the first voucher that liquidates the travel advance to produce the correct net payment amount. The two vouchers will net together through the use of the PDT, assuming the four items noted above were completed properly. If these items are not followed, the match will not occur, which will result in a warrant for the total amount, rather than the net amount, of the DV processed.

Examples and the recommended correction method follow:

■ Travel Advance Over-Liquidated

In this scenario, a BA (travel advance) was initiated for \$100 against Index 99965 and Comptroller Object 7205. The employee actually incurred travel expenditures totaling \$75 and returned the unused advance totaling \$25. The agency should have initiated a TL (travel advance liquidation) against Index 99965 and Comptroller Object 7205 for \$75, a BT (travel voucher) against the appropriate index and comptroller object (where the expenditure should be charged) for \$75, and recorded a deposit for \$25 (TC 181) against Index 99965 and Comptroller Object 7205.

However, the agency inadvertently recorded the TL (travel advance liquidation) for \$100 and the BT (direct voucher) for \$75. This results in a negative payment error. This error can be identified on the DAFR3601, Transactions with Negative Balances. Because the TL (travel advance liquidation) was for \$100, no receivable remains. In order to reestablish the receivable, initiate a TC 123, Travel A/R When Liquidated in Error, in R★STARS against Index 99965, Comptroller Object 7205, which debits 0515 and credits 3600 for \$25. A DV (direct voucher) should then be entered for \$25 against Index 99965 and Comptroller Object 7205 to the same employee as the original advance and direct voucher.

A deposit should be recorded using TC 181, Deposit: Travel Advance Recovery Collection, or TC 198, TC 197, and TC 156 in R★STARS against Index 99965 and Comptroller Object 7205.

■ Travel Advance Over-Liquidated and Same Index was used on Interface Type BA, TL, and BT

Note: In order not to record a GAAP expenditure when a travel advance is issued, it is recommended that Index 99965 is used for Interface Type BA (travel advance) and TL (travel advance liquidation), and then use the proper index for the BT (travel voucher). However, while it is not recommended, some agencies are using the same index (the proper index for the expenditure) for all three interface types BA, TL, and BT. In this scenario, a travel advance is issued for \$100 and is liquidated for \$100. The BT (travel voucher) is only for \$75 (the amount of travel expenditures actually incurred). The following is the recommended solution.

Initiate a DV (direct voucher) for \$25, and as a result, expenditures are overstated and cash is understated. The DV (direct voucher) should be to the same employee as the original advance and travel voucher. Therefore, initiate a TC 123, Travel A/R When Liquidated in Error, in R★STARS, which will reestablish the receivable. Then when the employee pays the difference, initiate TC 181 (or TCs 198, 197, and 156, if appropriate). Again, the index in this case is the index referring to the appropriate line item to be charged.

10.9 CREDIT CARD/CEPAS ACH REVENUE

INTRODUCTION

This section discusses the automated credit card/CEPAS ACH accounting entries process. The automated credit card deposit reclassification functionality allows for accounting entries to post directly to agencies' coding blocks, thus eliminating the majority of manual accounting entries.

All agencies processing credit card/CEPAS ACH transactions are affected by this functionality. Agencies may see as many as three types of credit card deposits (American Express, Discover and Master Card/Visa), in addition to CEPAS ACH. Additionally, there will be separate automated entries for fees and charge backs.

One or more D91 Depositor Id and D94 Depositor Id And Identifiers Profiles have been created for all agencies. The D91 Profile contains the Receipts Coding Id (D90 information) that will be used on credit card receipt transactions. For those agencies that do not implement the automated reclassification functionality, deposits will post to the 4000 Deposits Clearing Fund **or** to a specific agency coding block as specified on the agency's D91 Profile.

- The Credit card and CEPAS ACH activity will be segregated by Deposit Type, i.e., MSV for Visa/MasterCard, DIS for Discover, AMX for American Express, and CAC for CEPAS ACH using a '9T' document type.
- Charge backs/ACH returns (C), fees (F), and net deposits (D) will be posted separately.
- The three-character agency number will end in a 'Z' for batch agency and document agency. There are a few exceptions for this rule (911, 914, 917).

The agency usage of the automated deposits can be divided into two major groups. The first group is implementing the automated reclassification functionality and the second group is not.

Both groups will need to be familiar with the profiles and inquiry screens. For all deposits, the document type '9T' and credit card document/batch agency will be used. For agencies using the automated reclassification functionality, the document type '9A' and credit card document/batch agency will be used for all OUT, Reclassification, and Accrual entries.

*Data Entry Guide
The Revenue Cycle*

Each function is described in detail in this chapter.

Description	Page
Elements Used By Automated Credit Card/CEPAS ACH Deposits Process	10.9-3
Maintenance Profile Screens	
D90 RECEIPT CODING ID PROFILE	10.9-7
D91 DEPOSITOR ID PROFILE	10.9-14
D94 DEPOSITOR ID AND IDENTIFIERS PROFILE	10.9-18
D92 SKU NUMBER PROFILE	10.9-21
Inquiry Screens	
90L RECEIPT CODING ID BY AGY LISTING	10.9-24
90U RECEIPT CODING ID USAGE INQUIRY	10.9-26
91L DEPOSITOR ID BY AGY LISTING	10.9-29
92L SKU NUMBER BY AGY LISTING	10.9-31
93G RCPT TRANS GENERATED INQUIRY	10.9-33
93D SKU RCPT TRANS DETAIL INQUIRY	10.9-37
93S RCPT TRANS SUMMARY INQUIRY	10.9-41

Elements Used By Automated Credit Card/CEPAS ACH Deposits Process

The automated credit card/CEPAS ACH deposits process uses several elements to successfully generate accounting entries. Some of the key elements are listed as follows:

- **RCPT Deposit Types**
- **RCPT Id Types**
- **RCPT Transaction Types**
- **RCPT Transaction Categories**
- **RCPT Transaction Codes**
- **RCPT Transaction Source Identifiers**

The D54 System Parameters Profile

This profile contains unique processing information. Some of the records are used specifically for Credit Card/ACH receipts processing. The deposit types, Id types, transaction types, transaction codes, and transaction categories related to Credit Card/ACH processing are described below and are identified under the RCPT Table Id.

Receipt Deposit Types

RCPT Deposit Types – Valid RCPT deposit types are identified with Table Id ‘RCPT’, Key 1 – ‘DEPTYPE’, Key 2 – ‘CREDIT CARD’ or ‘ACH’, and Key 3 – ‘lists specific credit card or ACH name’. Reference Data – ‘lists specific deposit types’. The deposit types are listed as follows:

Reference Data	Key 3
AMX	American Express
CAC	CEPAS
DIS	Discover
MSV	Mastercard Visa

*Data Entry Guide
The Revenue Cycle*

Receipt Id Types

RCPT Id Types – Valid RCPT Id types are identified in the D54 Profile with Table Id ‘RCPT’, Key 1 – ‘IDTYPE’, Key 2 – ‘CREDIT CARD’ or ‘ACH’, Key 3 – ‘MERCHANT LEVEL’, ‘ASSOCIATION LEVEL’, or ‘AGENCY LEVEL’, Reference Data – ‘lists specific Id types’. The Id types are listed as follows:

Reference Data	Title
AXA	American Express Assoc No
AXG	American Express Agency No
AXM	American Express Merchant No
CKA	E-Check Ach Assoc No
CKG	E-Check Ach Agency No
CKM	E-Check Ach Merchant No
DSA	Discover Card Assoc No
DSG	Discover Card Agency No
DSM	Discover Card Merchant No
MVA	Master Card/Visa Assoc No
MVG	Master Card/Visa Agency No
MVM	Master Card/Visa Merchant No

Receipt Transaction Types

RCPT Transaction Types – Valid RCPT transaction types are identified with Table Id ‘RCPT’, Key 1 – ‘TRANSTYPE’, Key 2 – ‘specifies trans type name’, Title – ‘lists trans type description’. Reference Data – ‘lists specific trans types’. The trans types are listed as follows:

Reference Data	Key 2
C	Charge backs Returns
F	Fees
D	Net Deposits

Data Entry Guide
The Revenue Cycle

Receipt Transaction Categories

RCPT Transaction Categories – Valid RCPT transaction categories are identified with Table Id ‘RCPT’, Key 1 – ‘TRANSCATGRY’, Key 2 – ‘specifies transaction category name’, Title – ‘lists transaction category description’. Reference Data – ‘lists specific transaction categories’. The transaction categories are listed as follows:

Reference Data	Key 2
I	Deposit In
O	Deposit Out
R	Deposit Reclass
A	Accrued Revenue

Receipt Transaction Codes

RCPT Transaction Codes – Valid RCPT transaction codes are identified with Table Id ‘RCPT’, Key 1 – ‘DAFMD90’, Key 2 – ‘TC PAIR’, Key 3 – ‘lists specific TC’s’. Reference Data – ‘lists specific TC’s and valid TC combinations’. The valid cash and accrued revenue transaction codes are listed as follows:

Key 3 (Cash TC)	Reference Data * (Allowable TC Combinations)
187	187
190	190
191	191
977	977/904
978	978/901
980	980/900
982	982/902
983	983/903
984	984/905
994	994/906

- Note the slash (/) does not appear in the actual D54 records for the reference data. It has been added in order to distinguish between the cash and accrual TC.

Data Entry Guide
The Revenue Cycle

Receipt Transaction Source Identifiers

RCPT Transaction Source Identifiers – Valid RCPT transaction source identifiers are identified with Table Id ‘RCPT’, Key 1 – ‘TRNSRCID’, Key 2 – ‘specifies agency application’, Key 3 – ‘lists specific transaction source’, Title – ‘lists trans source description’. Reference Data – ‘lists specific transaction source identifier. The trans source identifiers are listed as follows:

Reference Data	Key 2	Key 3
CEP	Agency Applications	CEPAS
VER	Agency Applications	VERISIGN
TSY	Treasury	BANK FILE

*Data Entry Guide
The Revenue Cycle*

D90 RECEIPT CODING ID PROFILE

The purpose of this screen is to allow users with the appropriate security to maintain all coding block elements required to generate Deposit IN, Deposit OUT, Deposit Reclass, and Deposit Accrual accounting transactions for credit card/CEPAS ACH activity. The Receipt Coding Id for all three-transaction types (Net Deposits, Charge Backs/ACH Returns, and Fees) for a given Depositor Id or SKU Number can be the same. Multiple depositors Id or SKU number records can map to the same receipt-coding Id. A default receipt-coding Id ('00000000') will be maintained for all MAIN FACS financial departments. One receipt-coding Id can contain multiple sequence numbers to accommodate splits either by percentages or by amounts but not both.

SD90 VER 2.0	STATE OF MICHIGAN PRODUCTION (PMAIN)	08/02/05 11:28 AM
LINK TO:	RECEIPT CODING ID PROFILE	PROD
AGENCY:	RCPT CODING ID:	SEQUENCE NO:
TITLE:		
TRANS CODE: CASH TC:	ACCRUED REVENUE TC:	
INDEX:		
PCA:		
COMP/AGY OBJ:		
SPLIT TYPE: P (P=%, A=AMT)	% ALLOCATED:	
AMOUNT/ITEM:	REST OF AMOUNT:	(Y OR SPACES)
APPN YEAR:	APPN NO:	
FUND:	GL ACCT/AGY:	
GRANT NO/PH:	PROJ NO/PH:	
MPCD:	AGY CD - 1:	2: 3:
RCPT COD ID BLOCK STATUS CODE: I RCPT COD ID SEQ NO STATUS CODE: A		
LAST PROC USER ID:		
EFF START DATE: 08022005	EFF END DATE:	LAST PROC DATE:
F1-HELP	F3-DELETE	F5-NEXT CODING ID
F10-SAVE	F11-SAVE/CLEAR	F12-CODING ID CMPLT
F8-NEXT SEQ NO		F9-INTERRUPT
ENTER-INQUIRE		CLEAR-EXIT

D90 RECEIPT CODING ID PROFILE INPUT CODING INSTRUCTIONS

The fields entered on this profile are edited like transactions; not all error messages may be applicable for this profile. When entering new receipt coding Ids or modifying existing ones, it may be necessary to blank out previously entered fields such as appropriation number and fund to prevent profile look-ups from being overridden. The following is a list of key points and edits for this screen. Additional information can be found in the specific field description.

Transaction Codes:

- Two transaction codes (cash and accrued revenue) will be maintained on this screen. Cash TC is required and accrued revenue TC is optional. The inclusion of an accrual TC allows for the recognition of revenue as of the date of sale. When the cash TC is not accompanied by an accrual TC, revenue will be recognized as of the date of cash receipt.
- Valid transaction codes for use on this profile can be found in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 – 'DAFMD90', Key 2 – 'TC PAIR', Key 3 – 'lists specific TC's'. Reference Data – 'lists specific allowable cash and/or accrued revenue TC combinations'.
- Accrued revenue transaction code will always be ignored (even if populated) during the generation of Deposit IN and Deposit OUT transactions. It may only be used in relation to a Reclass or Accrued Revenue transaction. Accrual TCs should only be used for net deposits.

Fees

Receipt Coding Ids for fees should have a percentage distribution only; they should not be split by amount.

Percentage/Amount/Rest:

- Percentage allocated, amount/item or 'rest of amount' must be entered and only one of them must be entered.

The following checks are performed when the "F12" key is pressed and are done only for all sequence numbers with sequence number status code set to 'A':

- The splits within a receipt-coding Id cannot be a combination of both percentages and amounts.
- All 'split by amount' receipt coding Ids will have one and only one sequence number to handle the 'rest of amount'.
- The total for all percentages for a given receipt-coding Id will be 100%.

Data Entry Guide The Revenue Cycle

Status

There are two status fields associated with this profile as follows:

Sequence Status Code

- The sequence status code appears in the lower right corner of the screen and is used to indicate the status of an individual sequence. A receipt-coding Id may have up to ten sequences or splits.
- Setting the sequence number status flag to 'I' will inactivate a specific sequence number.

Block Status Code

- There must be at least one active sequence number to activate a receipt coding Id block.
- Pressing "F12" will validate the entire receipt coding Id block for total percentage and 'rest of amount' flag and if validated, will change the receipt coding Id block status code to 'A'. If a receipt-coding Id is split by percentage, all active sequences must add to one hundred percent in order to activate the block status.
- Successful addition, update (including inactivation), and deletion of a sequence number will inactivate the entire receipt coding Id by changing the receipt coding Id block status code to 'I' and display of the following message – "RCPT ID BLOCK FOR UPDATED RCPT CODE SEQ IS INACTIVATED -PRESS F12 TO REACTIVATE".

Sequence Numbers:

- The next sequence number for a given receipt-coding Id is automatically generated by the system. The newly added sequence number will be displayed back to the user.
 - All sequence numbers of a given receipt-coding Id must have same start date and end date. This check is done only when the "F12" key is pressed and is done only for all sequence numbers with sequence number status code set to 'A'.
 - All active sequence numbers of a given receipt-coding Id can have different cash transaction codes, or different cash and accrued revenue transaction codes.
 - All active sequence numbers of a given receipt-coding Id must have either only cash transaction codes, or both cash and accrued revenue transaction codes. *
- * If the first active sequence of a receipt-coding Id has a cash TC only, then all subsequent active sequence numbers should have a cash TC only. This also applies to cash and accrued revenue TC combinations.

*Data Entry Guide
The Revenue Cycle*

For the creation of new records, the required fields in both the Control Key and Information Elements sections must be entered. For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Control Key

- **Agency** Enter the three-character financial agency to inquire on or to create a new receipt-coding Id. This must exist in the D02 Agency Profile. (Required)
- **Receipt Coding Id** Enter up to an eight-character receipt-coding Id to inquire on or to create a new record. (Required)
- **Sequence No** Enter up to a two-digit sequence number to inquire on a specific record. When creating a new record, the system will generate the next available sequence number. There cannot be more than ten sequence numbers for a given receipt-coding Id.

Information Elements

- **Title** Enter up to a 40-character receipt coding Id title. (Required)

Trans Code

- **Cash TC** Enter the three-character transaction code that will be used for the generation of cash revenue transactions. Valid transaction codes must exist in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 — 'DAFMD90', Key 2 — 'TC PAIR', Reference Data — 'lists specific allowable cash and/or accrued revenue TC combinations'. (Required)
- **Accrued Revenue TC** Enter the three-character revenue transaction code that will be used for the generation of accrued revenue transactions. Valid transaction codes must exist in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 — 'DAFMD90', Key 2 — 'TC PAIR', Reference Data — 'lists specific allowable cash and/or accrued revenue TC combinations'. An accrual TC may only be used in relation to a Reclass or Accrued Revenue transaction. It should only be used for net deposits.

-
- **Index** Enter the five-digit index. When entered, this must exist in the 24 Index Code Profile. Either the index and/or PCA is required depending on how the agency's account coding structure is set up.

*Data Entry Guide
The Revenue Cycle*

- **PCA** Enter the five-digit PCA. When entered, this must exist in the 26 Program Cost Account Profile. Either the index and/or PCA is required depending on how the agency's account coding structure is set up.

- **Comp/Agy Obj** Enter the four-character comptroller object and/or a four-character agency object. The comptroller object must exist in the D10 Comptroller Object Profile. If agency object is entered, it must exist in the D11 Agency Object Profile.

- **Split Type** Enter the one-character split type. This must be either 'P' (Percentage) or 'A' (Amount). This code will default to 'P'.

- **% Allocated** Enter up to a three-digit number and a two-digit decimal amount. An entry is required in this field if the split type is 'P'. This field must be blank if split type is 'A'. The total of all active sequences for a specific active receipt-coding Id must be 100.

- **Amount/Item** Enter up to an 11-digit number and a two-digit decimal amount. An entry is required in this field if the split type is 'A', there is more than one sequence for a specific receipt coding Id, and the sequence you are entering has blank in the 'rest of amount' field.

- **Rest of Amount** Enter either 'Y' or leave blank. A value of 'Y' must be entered if for any other sequence number of a receipt-coding Id, amount/item is greater than zero, and the sequence you are entering has blank in the amount/item field.

- **Appn Year** This field is normally left blank and defaults on transactions as follows: For Deposit In and Deposit Out transactions, the appropriation year defaults to the fiscal year of the transaction effective date. For Reclass and Accrual transactions, the appropriation year defaults to the fiscal year of the transaction sale date. If desired, enter the two-character appropriation year.

- **Appn No** This field is normally left blank. If desired, enter the five-digit appropriation number. When entered, it must exist in the 20 Appropriation Profile.

- **Fund** This field is normally left blank and defaults to the fund number as derived from either the index or PCA or RTI. If desired, enter the four-digit fund. When entered, it must exist in the D23 Fund Profile.

*Data Entry Guide
The Revenue Cycle*

- **GL Acct/Agy** These fields are normally left blank. If the agency has established agency general ledger accounts in the D32 Agency General Ledger Profile for a particular comptroller general ledger account and the agency posts a transaction to comptroller general ledger account, the user will be required to input an agency general ledger account on the transaction. This ensures consistent use of agency general ledger account.

- **Grant No/Ph** This field is normally left blank and defaults to the grant number/phase as derived from the index or PCA or RTI. If desired, enter the six-character grant number and the two-digit phase. When entered, they must exist in the D47 Grant Number and the 29 Grant Control Profiles respectively.

- **Proj No/Ph** This field is normally left blank and defaults to the project number/phase as derived from the index or PCA or RTI. If desired, enter the six-character project number and the two-digit phase. When entered, they must exist in the D42 Project Number and the 27 Project Control Profiles respectively.

- **MPCD** This field is normally left blank and defaults to the MPCode as derived from the index or PCA. If desired, enter up to a ten-character multipurpose code number. This is an agency-defined field and can be used for any purpose.

- **Agy Cd 1** This field is normally left blank and defaults to the agency code 1 as derived from the index or PCA. If desired, enter the four-digit agency code 1 number. When entered, it must exist in the D26 Agency Code 1 Profile.

- **Agy Cd 2** This field is normally left blank and defaults to the agency code 2 as derived from the index or PCA. If desired, enter the four-digit agency code 2 numbers. When entered, it must exist in the D27 Agency Code 2 Profile.

- **Agy Cd 3** This field is normally left blank and defaults to the agency code 3 as derived from the index or PCA. If desired, enter the six-digit agency code 3 numbers. When entered, it must exist in the D36 Agency Code 3 Profile.

- **RCPT Cod Id
Block Status
Code** This field will be set to 'A' (Active) for all sequence numbers of the receipt coding Id when "F12" is pressed and all edits are successful. Additions, deletions, and updates will set this field to 'I' (Inactive) for all sequence numbers of the receipt coding Id.

- **Rcpt Cod Id
Seq No Status
Code** Enter a one-character status code as follows: 'A' (Active) or 'I' (Inactive). This field defaults to 'A' (Active) when creating a new receipt-coding Id.

Data Entry Guide The Revenue Cycle

- **Last Proc User Id** The system retrieves up to an eight-character user Id associated with the user who made the most recent update to the record.

- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available, i.e., it defaults to the current effective date. The effective start date of the profile should always be less than or equal to the expected sales date of any related transactions.

- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date** The system retrieves the eight-digit last processing date.

*Data Entry Guide
The Revenue Cycle*

D91 DEPOSITOR ID PROFILE

The purpose of this screen is to allow users to maintain Depositor Id Profiles. This screen allows users to maintain receipt-coding Ids for Net Deposits, Charge Backs/ACH Returns, and Fees. The receipt-coding Id will map to one or more coding blocks and other accounting information, which will be used to generate Deposit IN and Deposit OUT accounting transactions for credit card/ACH deposits.

```
SD91 VER 2.0      STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  08/03/05 08:56 AM
LINK TO:          DEPOSITOR ID PROFILE                          PROD

          AGENCY:          (MUST BE IN D02 AGENCY PROFILE)
        DEPOSITOR ID:

          TITLE:
        BANK ID:
    RECLASS FEE TRAN:      (Y=YES, N=NO)

                                RCPT CODING ID
        FOR NET DEPOSITS:
    FOR CHARGE BACKS/ACH RETURNS:
        FOR FEES:

                                STATUS CODE: I

                                LAST PROC USER ID:
    EFF START DATE: 08032005    EFF END DATE:      LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F6-D94 F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLR-EXIT
```

D91 DEPOSITOR ID PROFILE INPUT CODING INSTRUCTIONS

Treasury users will maintain this profile in coordination with agencies. Agency users can only change the RCPT coding Id on this profile. The D91 Depositor Id is used in conjunction with the D94 Depositor Id and Identifiers Profile screen. The D94 is used to list all merchant numbers, association numbers, agency numbers and ACH identifiers that are related to a particular Depositor Id Profile.

The following is a list of key points and edits for this screen. Some of the information can also be found in the specific field description.

To Activate a Depositor Id:

A Depositor Id Profile record cannot be activated on the D91 screen without at least one identifier entry (identifier type and identification number) on the D94 screen. So, the order of addition of a new depositor Id is:

- 1) Create depositor Id header record on D91 Profile in 'Inactive' status.
- 2) Navigate to D94 Profile and create identifiers that map to the depositor Id.
- 3) Navigate back to D91 Profile to activate the depositor Id header record.

Successful addition of a depositor Id on D91 Profile must navigate to D94 Profile.

General Information:

- Depositor ID and agency is required to inquire, delete and modify the profiles. Depositor Id must be left blank in the add mode.
- Multiple Depositor Id Profiles can map to same receipt coding Id. The receipt-coding Id entered will be validated against D90 Receipt Coding Id Profile.
- When a user deletes a depositor Id record, all D94 identification types and identifiers established on D94 Profile will also be deleted by the system.
- When an agency first implements the reclassification functionality, fees should not be reallocated, that is, the 'reclass fee tran' field should be set to 'N' on the D91 Profile.
- When the cursor is placed on the receipt-coding Id, pressing "F1-Help" will navigate to the 90L Receipt Coding Id By Agy Listing screen that displays a list of receipt coding Ids for a given agency.
- The ICOPY process will validate the depositor Id from both the Treasury RCPT and SKU RCPT files against the D91 Depositor Id Profile.

For the creation of new records, the required fields in both the Control Key and Information Elements sections must be entered. For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Data Entry Guide The Revenue Cycle

Control Key

- **Agency** Enter the three-character financial agency to inquire on or to create a new depositor Id. This must exist in the D02 Agency Profile. (Required)
- **Depositor Id** Enter the seven-character depositor Id to inquire on a specific record. When creating a new record, this field must be left blank and will be system generated.

Information Elements

- **Title** Enter up to a 40-character title. (Required)
- **Bank Id** Enter a three-character bank Id. This must exist in the D56 Bank Id Profile. (Required)
- **Reclass Fee Tran** Enter 'Y' or 'N' to identify whether or not MAIN FACS will generate fee reclass transactions by SKU. If 'Y' fees will be automatically reclassified across monthly sales. (Required)

RCPT Coding Id

- **For Net Deposits** Enter up to an eight-character receipt coding Id to identify account coding block that will be used by the process to generate accounting transactions for net deposits. This must exist in the D90 Receipt Coding Id Profile. (Required)
- **For Charge Backs/ACH Returns** Enter up to an eight-character receipt coding Id to identify account coding block that will be used in the process to generate accounting transactions for charge backs and returns. This must exist in the D90 Receipt Coding Id Profile. A receipt-coding Id that uses an accrual TC should not be entered for charge backs/ACH returns on this profile. (Required)
- **For Fees** Enter up to an eight-character receipt coding Id to identify account coding block that will be used in the process to generate accounting transactions for fees. This must exist in the D90 Receipt Coding Id Profile. A receipt-coding Id that uses an accrual TC should not be entered for fees on this profile. The fees receipt coding Id should not be split by amount. (Required)

Data Entry Guide The Revenue Cycle

- **Status Code** Enter a one-character status code as follows: 'A' (Active) or 'I' (Inactive). This field defaults to 'I' (Inactive) when creating a new depositor Id.
- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available, i.e., it defaults to the current effective date.
- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.
- **Last Proc User Id** The system retrieves up to an eight-character user Id associated with the user who made the most recent update to the record.
- **Last Proc Date** The system retrieves the eight-digit last processing date.

D94 DEPOSITOR ID AND IDENTIFIERS PROFILE INPUT CODING INSTRUCTIONS

Depositor identifier records can only be added or deleted (not modified). Treasury users with the appropriate security can delete depositor identifier records.

The following is a list of key points and edits for this screen. Additional information can be found in the specific field description.

To Add a Depositor Identifier:

- When a new D91 Deposit Id is created, the system transfers to this screen. Depositor Id must be created first on the D91 screen to add an identifier for a depositor Id on the D94 screen. A Depositor Id Profile record cannot be activated on the D91 screen without at least one identifier entry on D94 screen. So, the order of addition of a new depositor Id is:
 - 1) Create depositor Id header record on D91 Profile in 'Inactive' status.
 - 2) Navigate to D94 Profile and create identifiers that map to the depositor Id.
 - 3) Navigate back to D91 Profile to activate the Depositor Id header record.
- Only one depositor identifier record can be added at a time. Users enter identifier type and identifier on the first row and then press "F10/F11" to add. Users can add identifier records for an 'Active' or 'Inactive' Depositor Id (D91).

General Information:

- Depositor Id and agency is required to inquire, add and delete the profiles.
- All depositor identifier records cannot be deleted for an active depositor Id record. At least one depositor identifier record must be maintained for an active depositor Id record. However, all depositor identifier records can be deleted for an inactive depositor Id record.
- The entered identification number and identifier type must map to only one depositor Id.
- More than one identifier type/identification number can be entered per depositor Id thus allowing multiple identification numbers to cross reference to one depositor Id. However, one identification type and number can only map to one depositor Id.

For the creation of new records, the required fields in both the Control Key and Information Elements sections must be entered. For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Data Entry Guide The Revenue Cycle

Control Key

- **Agency** Enter the three-character financial agency to inquire on an existing record or when adding a deposit identifier. This must exist in the D02 Agency Profile. (Required)
- **Depositor Id** Enter the seven-character depositor Id to inquire on a specific record or when adding a deposit identifier. (Required)

Information Elements

- **Sel** Enter 'S' in the select indicator field to select depositor identifier record(s) to be deleted. Multiple depositor identifier record(s) can be deleted at one time. If there is only one depositor identifier record, it cannot be deleted, unless the depositor Id is inactive.
- **Id Type** Enter the three-character identifier type. Valid Id types must be exist in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 — 'IdType', Key 2 — 'will contain deposit identifier type name', Reference Data — 'lists specific allowable Id types'.
- **Id Type Title** The system retrieves the Id type title associated with the Id type entered.
- **Identifier** Enter up to a 20-character identifier. If Id type is entered, this field must also be entered. The identifier must be unique for the given identifier type.
- **Last Proc User Id** The system retrieves up to an eight-character user Id associated with the user who made the most recent update to the record.
- **Last Proc Date** The system retrieves the eight-digit last processing date.

*Data Entry Guide
The Revenue Cycle*

D92 SKU NUMBER PROFILE

This screen allows users to maintain SKU Number Profiles. SKU Number Profiles are only required for those agencies that are sending SKU interface files to MAIN FACS. This screen provides the cross-reference between MAIN FACS system generated SKU Number and the SKU item being sold. This screen also allows users to maintain receipt-coding Ids for net deposits, charge backs/ACH returns, and fees. The receipt-coding Id will map to one or more coding blocks and other accounting information, which will be used to generate deposit, reclass and accrued revenue accounting transactions for credit card/ACH deposits.

```
SD92 VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)    08/04/05 10:11 AM
LINK TO:              SKU NUMBER PROFILE                      PROD

          AGENCY:      (MUST BE IN D02 AGENCY PROFILE)
        SKU NUMBER:

          TITLE:

SKU ITEM REF NO TYPE:
SKU ITEM REF NUMBER:

                      RCPT CODING ID
        FOR NET DEPOSITS:
FOR CHARGE BACKS/ACH RETURNS:
          FOR FEES:

                                STATUS CODE: A

EFF START DATE: 08042005    EFF END DATE:          LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D92 SKU NUMBER PROFILE INPUT CODING INSTRUCTIONS

SKU number and agency is required to inquire, delete and modify the profiles. SKU number must be left blank in the add mode. Multiple SKU Number Profiles can map to the same receipt-coding Id. The receipt-coding Id entered will be validated against D90 Receipt Coding Id Profile.

For the creation of new records, the required fields in both the Control Key and Information Elements sections must be entered. For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Control Key

- **Agency** Enter the three-character financial agency to inquire on an existing record or when adding a SKU Number Profile. This must exist in the D02 Agency Profile. (Required)
- **SKU Number** Enter the eight-character SKU number to inquire on a specific record. When creating a new record, this field must be left blank and will be system generated.

Information Elements

- **Title** Enter up to a 40-character title. (Required)
- **SKU Item Ref Number Type** Enter the three-character SKU item reference number type. Valid SKU ref types must be exist in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 — 'Reftype', Key 2 — 'SKU number', Reference Data — 'lists specific allowable SKU item ref types'. If the SKU item ref number is entered, this field must be entered.
- **SKU Item Ref Number Type Title** The system retrieves the SKU item ref number type title associated with the SKU item ref number type entered.
- **SKU Item Ref Number** Enter up to a 40-character SKU item ref number. The reference number could be the actual item number being sold. If the SKU item ref number type is entered, this field must be entered.

*Data Entry Guide
The Revenue Cycle*

Receipt Coding Id

- **For Net Deposits** Enter up to an eight-character receipt coding Id to identify account coding block that will be used by the process to generate accounting transactions for net deposits. This must exist in the D90 Receipt Coding Id Profile. (Required)

 - **For Charge Backs/ACH Returns** Enter up to an eight-character receipt coding Id to identify account coding block that will be used in the process to generate accounting transactions for charge backs and returns. This must exist in the D90 Receipt Coding Id Profile. A receipt-coding Id that uses an accrual TC should not be entered for charge backs/ACH returns on this profile. (Required)

 - **For Fees** Enter up to an eight-character receipt coding Id to identify account coding block that will be used in the process to generate accounting transactions for fees. This must exist in the D90 Receipt Coding Id Profile. A receipt-coding Id that uses an accrual TC should not be entered for fees on this profile. The fees receipt coding Id should not be split by amount. Additionally, the receipt-coding Id should have an expenditure TC so that fees are reclassified as expenditures. (Required)
-

- **Status Code** Enter a one-character status code as follows: 'A' (Active) or 'I' (Inactive).

- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available, i.e., it defaults to the current effective date.

- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date** The system retrieves the eight-digit last processing date.

*Data Entry Guide
The Revenue Cycle*

90L RECEIPT CODING ID BY AGY LISTING

This screen allows users to inquire on the receipt coding Ids for a given agency. Users can enter the agency and the starting receipt coding Id and this Id will be shown along with the remaining subsequent Id's for the agency. The list will be presented with a selection field to allow closer examination of the selected Id by automatically linking to the D90 Receipt Coding Id Profile with first sequence number. User can scroll through all sequence numbers of the Receipt Coding Id by pressing the "F8-Next Pg" key on the D90 screen.

A receipt-coding Id can contain multiple sequence numbers. This screen only shows the last sequence number of the receipt-coding Id. The receipt coding Ids are displayed in the ascending order.

This screen is also used as a help screen for receipt coding Ids and can be accessed from D90, D91 and D92 screens. When used as a Help screen, users can select a specific receipt coding Id and go back to the original screen (D90 or D91 or D92) by pressing "F9".

```
S90L VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)    08/04/05 03:42 PM
LINK TO:              RECEIPT CODING ID BY AGY LISTING        PROD
```

```
AGY:      STARTING - RCPT CODING ID:
```

```
  S  RCPT CODING ID  LAST SEQ          TITLE          STA
```

```
F1-HELP  F2-SEL RCPT  F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQ  CLEAR-EXIT
```

90L RECEIPT CODING ID BY AGY LISTING INPUT CODING INSTRUCTIONS

For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Control Key

- **Agy** Enter the three-character financial agency. This must exist in the D02 Agency Profile. (Required)
- **Starting – RCPT Coding Id** Enter up to an eight-character receipt-coding Id. If entered, all records with a receipt-coding Id greater than or equal to the value entered will be displayed. If not entered, all receipt coding Ids for the agency will be displayed.

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to either inquire on the D90 screen.
- **RCPT Coding Id** The system retrieves a list of receipt coding Ids associated with the agency and receipt-coding Id entered.
- **Last Seq** The system retrieves a list of sequence numbers associated with the agency and receipt-coding Id entered. The last sequence number for each receipt-coding Id listed is displayed.
- **Title** The system retrieves the receipt coding Id title associated with the receipt coding Id/sequence record displayed.
- **Sta** The system retrieves the status code, 'A' (Active) or 'I' (Inactive), for each receipt coding/sequence record displayed.

*Data Entry Guide
The Revenue Cycle*

90U RECEIPT CODING ID USAGE INQUIRY

This screen allows users to list all depositor Ids and SKU numbers that use a specific receipt coding Id and agency. Once the users enter the agency and the receipt coding Id, all Depositor Ids and SKU Number Profiles that use this receipt-coding Id for the agency will be displayed. The list will be presented with a selection field to allow closer examination of the selected Id by automatically linking to the D91 screen when the profile type is 'D' for depositor Id or the D92 screen when the profile type is 'S' for SKU number when "F2" is pressed.

This screen will display the block status and title for last sequence number of the entered receipt-coding Id.

All depositor Ids are displayed first in the ascending order and then the SKU numbers in the ascending order that use the entered receipt-coding Id.

```
S90U VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)      08/04/05 04:26 PM
LINK TO:              RECEIPT CODING ID USAGE INQUIRY          PROD
AGY:                  RCPT CODING ID:

  --PROFILE--  --TRAN TYPE--
S  TYPE  ID    DEP CB/RT FEE              TITLE              STA

F1-HELP  F2-SEL ID  F7-PRIOR PG  F8-NEXT PG  F9-INT  ENTER-INQ  CLEAR-EXIT
```


90U RCPT CODING ID USAGE INQUIRY INPUT CODING INSTRUCTIONS

For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Control Key

- **Agy** Enter the three-character financial agency. This must exist in the D02 Agency Profile. (Required)
- **RCPT Coding Id** Enter up to an eight-character receipt-coding Id to inquire on the specific deposit Ids and SKU numbers associated with the agency/receipt-coding Id entered. This must exist in the D90 Receipt Coding Id Profile. (Required)
- **RCPT Coding Id Title** The system retrieves the receipt coding Id title for last sequence number of the entered receipt-coding Id.

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to either inquire on the D90 or D91 screen.
- **Profile Type** The system retrieves the profile type for the agency and receipt-coding Id entered: 'D' – depositor Id or 'S' – SKU number.
- **Profile Id** The system retrieves the depositor Id or SKU number for the agency and receipt-coding Id entered.
- **Tran Type Dep** The system retrieves an 'X' in this field if the net deposit receipt coding Id of the deposit Id or SKU number profile matches the inquiry target.
- **Tran Type CB/RT** The system retrieves an 'X' in this field if the charge backs or ACH returns receipt coding Id of the deposit Id or SKU number profile matches the inquiry target.
- **Tran Type Fee** The system retrieves an 'X' in this field if the fees receipt coding Id of the deposit Id or SKU number profile matches the inquiry target.
- **Title** The system retrieves the title of the receipt coding Id or SKU number.
- **Sta** The system retrieves the status code, 'A' (Active) or 'I' (Inactive), for each

*Data Entry Guide
The Revenue Cycle*

receipt coding Id or SKU number record displayed.

*Data Entry Guide
The Revenue Cycle*

91L DEPOSITOR ID BY AGY LISTING

This screen allows users to get a list of depositor Id's for a given agency. Users can also search for a specific depositor Id by entering agency and an identification type and identifier. The list will be presented with a selection field to allow closer examination of the selected Id by automatically linking to the D91 Depositor Id Profile screen when "F2" is pressed.

The depositor Ids is displayed in ascending order.

```
S91L VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)      08/15/05 04:06 PM
LINK TO:              DEPOSITOR ID BY AGY LISTING                PROD

AGY:                  ID TYPE:
                      IDENTIFIER:

S      DEPOSITOR ID          TITLE          STA

F1-HELP  F2-SEL DEP ID  F7-PRIOR  F8-NEXT  F9-INT  ENTER-INQ  CLEAR-EXIT
```

91L DEPOSITOR ID BY AGY LISTING INPUT CODING INSTRUCTIONS

For inquiry on existing records, only the required fields listed in Control Key section must be entered. Additional filters on records can be obtained by entering non-required Control Key fields.

Control Key

- **Agy** Enter the three-character financial agency. This must exist in the D02 Agency Profile. (Required)
- **Id Type** Enter the three-character Id type. If this field is entered, the Id type identifier must also be entered. Depositor Id(s) with the Id type and Id type identifier will be displayed. Valid Id types must exist in the D54 System Parameters Profile, Table Id 'RCPT', Key 1 — 'IdType', Key 2 — 'will contain deposit identifier type name', Reference Data — 'lists specific allowable Id types'.
- **Id Type Title** The system retrieves the Id type title of the Id type entered.
- **Identifier** Enter the three-character identifier number. If this field is entered, the Id type must also be entered. Depositor Id(s) with the Id type and Id type identifier will be displayed

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to inquire on with the D91 screen.
- **Depositor Id** The system retrieves a list of depositors Ids associated with the agency and/or Id type entered.
- **Title** The system retrieves the title of the depositor Id.
- **Sta** The system retrieves the status code, 'A' (Active) or 'I' (Inactive), for each depositor Id record displayed.

*Data Entry Guide
The Revenue Cycle*

92L SKU NUMBER BY AGY LISTING

This screen allows users to get a list of SKU numbers for a given agency. Users can enter the agency and the starting SKU number and this number will be shown along with the remaining subsequent SKU numbers for the agency. The list will be presented with a selection field to allow closer examination of the selected SKU number by automatically linking to the D92 SKU Number Profile screen.

The SKU numbers are displayed in ascending order.

S92L VER 2.0 STATE OF MICHIGAN PRODUCTION (PMAIN) 08/17/05 11:15 AM
LINK TO: SKU NUMBER BY AGY LISTING PROD

AGY: STARTING - SKU NUMBER:

S	SKU NUMBER	TITLE	STA
---	------------	-------	-----

F1-HELP F2-SEL SKU NO F7-PRIOR PG F8-NEXT PG F9-INT ENTER-INQ CLEAR-EXIT

92L SKU NUMBER BY AGY LISTING INPUT CODING INSTRUCTIONS

For inquiry on existing records, only the required fields listed in Control Key section must be entered.

Control Key

- **Agy** Enter the three-character financial agency. This must exist in the D02 Agency Profile. (Required)
- **Starting SKU Number** Enter a starting SKU number. If this field is entered, all records with an SKU number greater than or equal to the value entered will be displayed, if they exist. If this field is not entered, all SKU numbers greater than zero for agency entered will be displayed.

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to inquire on with the D92 screen.
- **SKU Number** The system retrieves a list of SKU numbers associated with the agency and/or starting SKU entered.
- **Title** The system retrieves the title of the SKU number.
- **Sta** The system retrieves the status code, 'A' (Active) or 'I' (Inactive), for each SKU number record displayed.

*Data Entry Guide
The Revenue Cycle*

93G RCPT TRANS GENERATED INQUIRY

This screen allows users to inquire on generated receipt transactions for a given agency. Users can search for specific RCPT transactions by entering an agency and a combination of depositor Id, SKU number, transaction type, deposit type, and/or transaction category. An effective date range can also be entered. A list of generated transactions will be displayed with a selection field to allow closer examination of the selected Id by automatically linking to the 86 Document Transaction Inquiry screen.

Required fields for inquiry are: agency, depositor Id, and 'effective date range to' or agency, SKU number, and 'effective date range to'.

The list will be presented in descending order by effective date, and ascending order of depositor Id, deposit type, transaction type, transaction category, and SKU number.

```
S93G VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)      08/17/05 11:28 AM
LINK TO:              RCPT TRANS GENERATED INQUIRY            PROD

  FIN AGY:            DEPOSITOR ID:          SKU NUMBER:
TRANS TYP:    (D/C/F)    DEPOSIT TYPE:      (AMX/CAC/DIS/MSV)
TRANS CAT:    (I/O/R/A)    EFF DATE RANGE:    TO 081705

  FIN      DEPOSTR DEP  -TRANS-  SKU      --DOCUMENT----  TRANSACTION
S  AGY  EFF DATE  ID      TYPE  TYP CAT  NUMBER  DEPT NUMBER  AMOUNT      R

F1-HELP  F2-DOC INQ  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

93G RCPT TRANS GENERATED INQUIRY INPUT CODING INSTRUCTIONS

For inquiry on existing records, only the required fields listed in Control Key section must be entered. Additional filters on records can be obtained by entering non-required Control Key fields.

Control Key

- **Fin Agy** Enter the three-character financial agency. This must exist in the D02 Agency Profile. (Required)
- **Depositor Id** Enter the seven-character depositor Id. This must exist in the D91 Depositor Id Profile. Either depositor Id or SKU number is required.
- **SKU Number** Enter the eight-character SKU number. This must exist in the D92 SKU Number Profile. Either depositor Id or SKU number is required.
- **Trans Type** Enter the one-character transaction type ('D' – Net Deposits, 'C' – Charge Backs/ACH Returns, or 'F' – Fees).
- **Deposit Type** Enter the three-character deposit type ('AMX' – American Express, 'CAC' – CEPAS, 'DIS' – Discover, or 'MSV' – Mastercard Visa).
- **Trans Cat** Enter the one-character transaction category ('I' – Deposit In, 'O' – Deposit Out, 'R' – Deposit Reclass, or 'A' – Accrued Revenue).
- **Effective Date – From** Enter the eight-digit 'from effective date' (MMDDYY format).
- **Effective Date – To** Enter the eight-digit 'to effective date' (MMDDYY format). This is a required field that defaults to the current date.

Data Entry Guide The Revenue Cycle

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to inquire on with the 86 screen.
- **Fin Agy** The system retrieves the financial agency of the credit card/ACH activity.
- **Eff Date** The system retrieves the effective date of the credit card/ACH activity.
- **Depositor Id** The system retrieves the depositor Id of the credit card/ACH activity.
- **Dep Type** The system retrieves the deposit type of the credit card/ACH activity.
- **Trans Type** The system retrieves the transaction type of the credit card/ACH activity.
- **Trans Cat** The system retrieves the transaction category of the credit card/ACH activity.
- **SKU Number** The system retrieves the SKU number of the credit card/ACH activity.
- **Document Dept** The system retrieves the document department of the credit card/ACH activity.
- **Document Number** The system retrieves the document number of the credit card/ACH activity.
- **Transaction Amount** The system retrieves the transaction amount of the credit card/ACH activity.
- **R** The system retrieves the reverse indicator ('R' – amount is negative or 'blanks' – amount is positive) of the credit card/ACH activity.

*Data Entry Guide
The Revenue Cycle*

93D SKU RCPT TRANS DETAIL INQUIRY

This screen allows users to inquire on all sale transaction records received in the SKU RCPT interface file. One detail record will be displayed across two lines on the screen. Transactions from the Treasury RCPT Interface file do not appear on this screen.

```
S93D VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)    08/19/05 03:21 PM
LINK TO:              SKU RCPT TRANS DETAIL INQUIRY          PROD

DEP AGY(DIA):        DEP ID:                SKU AGY(SKA):      SKU NUM:
TRANS SRC:           REF NO:                TRN TYP(TT): D (D/C/F)
DEP TP:              (AMX/CAC/DIS/MSV) SALE DT RNGE:         TO 081905 GROUP #:

S DIA DEP ID  SALE DT  SRC   TRANS REF NO      DEP TP  TT  SKA SKU NUM  #ITEMS
  DESCRIPTION                GROUP #   SEQ#    TRANS AMOUNT  R
```

```
F1-HELP  F2-SKU SUMMARY  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

93D SKU RCPT TRANS DETAIL INQUIRY INPUT CODING INSTRUCTIONS

To recall a transaction detail record, the fields can be entered in the following five ways:

- 1) Depositor Id agency, depositor id, and transaction 'sale date to'
- 2) SKU number agency, and transaction 'sale date to'
- 3) Depositor Id agency, depositor Id, transaction source Id, and reference number.
- 4) Depositor Id agency, and group number
- 5) SKU number agency, and group number

Additional filter fields – transaction source, reference number, transaction type, deposit type, SKU number, transaction 'sale date from' and group number can be specified to limit the records selected. A list of SKU transaction records can be viewed for a particular transaction by entering a 'S' in the selection field and pressing "F2". The user will be transferred to the 93S RCPT Trans Summary Inquiry screen.

The transaction type will be defaulted to net deposits ('D') and transaction 'sale date to' will be defaulted to current date.

The list will be presented as follows:

Ascending order

Depositor Id agency and depositor Id

Transaction source Id

Deposit type, transaction type, SKU agency,

SKU number, group number, and group

Sequence number

Descending order:

sales date

reference number

To inquire on this screen, the user must have access (as specified on agency security ranges on 96A Security Profile) to entered depositor Id agency and/or SKU number agency. If the user has entered SKU agency and the user has access to that SKU agency, a list of all transactions for that SKU agency will be displayed (even though depositor Id agency may be a different agency). If

*Data Entry Guide
The Revenue Cycle*

the user has entered depositor Id agency and the user has access to that depositor Id agency, a list of all transactions for that depositor Id agency will be displayed (even though SKU agency may be a different agency).

For inquiry on existing records, only the required fields listed in Control Key section must be entered. Additional filters on records can be obtained by entering non-required Control Key fields (refer to details above).

Data Entry Guide The Revenue Cycle

Control Key

- **Dep Agency (DIA)** Enter the three-character depositor Id agency. This must be a valid FACS financial agency and exist in the 25 Agency Profile. Either the depositor or SKU agency must be entered.
- **Dep Id** Enter the seven-character depositor Id. This must exist in the D91 Depositor Id Profile.
- **SKU Agency (SKA)** Enter the three-character SKU agency. This must be a valid FACS financial agency and exist in the 25 Agency Profile. Either the SKU agency or depositor agency must be entered.
- **SKU Num** Enter the eight-character SKU number. This must exist in the D92 SKU Number Profile.
- **Trans Src** Enter the three-character transaction source ('CEP' - CEPAS or 'VER' - Verisign).
- **Ref No** Enter up to a 20-character reference number (user defined).
- **Trn Type (TT)** Enter the one-character transaction type ('D' – Net Deposits, 'C' – Charge Backs/ACH Returns, or 'F' – Fees).
- **Dep Type** Enter the three-character deposit type ('AMX' – American Express, 'CAC' – CEPAS, 'DIS' – Discover, or 'MSV' – Mastercard Visa).
- **Sale Date Range** Enter the eight-digit 'from sale date' (MMDDYY format).
- **To** Enter the eight-digit 'to sale date' (MMDDYY format). This is a required field that defaults to the current date.
- **Group #** Enter up to a nine-digit group number.

Data Entry Guide The Revenue Cycle

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to inquire on with the 93S screen.
- **Dia Dep Id** The system retrieves the three-character FACS financial agency of the depositor Id.
- **Sale Date** The system retrieves the transaction sale date.
- **Source** The system retrieves the three-character transaction source Id.
- **Trans Ref No** The system retrieves up to a 20-character transaction reference number.
- **Dep Type** The system retrieves the three-character transaction deposit type.
- **TT** The system retrieves the one-character transaction type.
- **SKA** The system retrieves the three-character FACS financial agency of the SKU number agency.
- **SKU Num** The system retrieves the eight-character SKU number.
- **# Items** The system retrieves the number of items sold.
- **Description** The system retrieves up to a 30-character transaction description.
- **Group #** The system retrieves the nine-digit generated group number of this item.
- **Seq #** The system retrieves the generated sequence number in this group.
- **Trans Amount** The system retrieves up to a 12-digit transaction amount.
- **R** The system retrieves the reverse indicator ('R' – amount is negative or 'blanks' – amount is positive) of the credit card/ACH activity.

Data Entry Guide
The Revenue Cycle

93S RCPT TRANS SUMMARY INQUIRY

This screen allows users to inquire on transaction records summarized by the MAIN FACS system and the Treasury RCPT Interface transactions.

```
S93S VER 2.0          STATE OF MICHIGAN PRODUCTION (PMAIN)      08/22/05 03:32 PM
LINK TO:              RCPT TRANS SUMMARY INQUIRY                PROD

DEP AGY:      DEP ID:      SKU AGY:      SKU NUM:      TRANS SRC:
TRANS TYP(T): D (D/C/F) TRANS STA(S): (N/G/E) DEP TYP: (AMX/CAC/DIS/MSV)
SALE DT RNGE:      TO 082205 EFF DT RNGE:      TO      GROUP NO:

      DEPOSITOR      EFF      DEP -TRANS- --- SKU ----      SALES      # SKU      SUMMARIZED
S AGY      ID      DATE      TYP SRC T S AGY      NUM      DATE      ITEMS      TRANS AMOUNT R

F1-HELP      F2-DOC INQ      F8-NEXT PAGE      F9-INTERRUPT      ENTER-INQUIRE      CLEAR-EXIT
```

93S RCPT TRANS SUMMARY INQUIRY INPUT CODING INSTRUCTIONS

To recall a transaction detail record the fields can be entered in the following six ways *:

- 1) Depositor Id agency, depositor Id, and transaction 'sale date to'
- 2) Depositor Id agency, depositor Id, and R*STARS 'effective date to'
- 3) SKU number agency, and transaction 'sale date to'
- 4) SKU number agency, and transaction 'effective date to'
- 5) Depositor Id agency, and group number
- 6) SKU number agency, and group number

Additional filter fields – transaction type, deposit type, transaction status flag, transaction source Id, SKU number, transaction 'sale date from', R*STARS 'effective date from', and group number can be specified to limit the records selected. Group number will be used when coming from 93D. Transaction type will be defaulted to net deposits ('D') and transaction 'sale date to' will be defaulted to current date. A list of generated transactions will be presented with a selection field to allow closer examination of the selected Id by automatically linking to the 86 Document Transaction Inquiry screen.

The list will be presented in ascending order of depositor Id agency and depositor Id, descending order of R*STARS effective date, and ascending order of deposit type, transaction source Id, transaction type, transaction status flag, SKU agency and SKU number and descending order of transaction 'sales date to'. To inquire on this screen, the user must have access (as specified on agency security ranges on 96A Security Profile) to entered depositor Id agency and/or SKU number Agency. If the user has entered SKU agency and the user has access to that SKU agency, a list of all transactions for that SKU agency will be displayed (even though depositor Id agency may be a different agency). If the user has entered depositor Id agency and the user has access to that depositor Id agency, a list of all transactions for that depositor Id agency will be displayed (even though SKU agency may be a different agency).

* For inquiry on existing records, only the required fields listed in Control Key section must be entered. To recall all Treasury records use SKU Agency equal to '000'. Additional filters on records can be obtained by entering non-required Control Key fields (refer to details above).

*Data Entry Guide
The Revenue Cycle*

Control Key

- **Dep Agy** Enter the three-character depositor agency. This must be a valid FACS financial agency and exist in the 25 Agency Profile. Either the depositor or SKU agency must be entered. Depositor agency, if entered, needs one additional element as listed on the previous page.
- **Dep Id** Enter the seven-character depositor Id. This must exist in the D91 Depositor Id Profile.
- **SKU Agy** Enter the three-character SKU agency. This must be a valid FACS financial agency and exist in the 25 Agency Profile. Either the SKU agency or depositor agency must be entered.
- **SKU Num** Enter the eight-character SKU number. This must exist in the D92 SKU Number Profile.
- **Trans Source** Enter the three-character transaction source ('CEP' - CEPAS, 'VER' - Verisign, or 'TSY' - Treasury).
- **Trans Type (T)** Enter the one-character transaction type ('D' - Net Deposits, 'C' - Charge Backs/ACH Returns, or 'F' - fees). The default value is 'D'.
- **Trans Sta (S)** Enter the one-character transaction generation indicator ('N' - Not processed, 'G' - Generated, or 'E' - Erred by RCPT batch program).
- **Dep Type** Enter the three-character deposit type ('AMX' - American Express, 'CAC' - CEPAS, 'DIS' - Discover, or 'MSV' - Mastercard Visa).
- **Sale Date Range From** Enter the six-digit 'from sale date' (MMDDYY format).
- **Sale Date Range To** Enter the six-digit 'to sale date' (MMDDYY format). This is a required field that defaults to the current date.
- **Eff Date Range From** Enter the six-digit 'from effective date' (MMDDYY format).
- **Eff Date Range To** Enter the six-digit 'to effective date' (MMDDYY format).
- **Group No** Enter up to a nine-digit group number.

Data Entry Guide The Revenue Cycle

Information Elements

- **S** Enter 'S' in the select indicator field to select a particular line item to inquire on with the D92 screen.

- **Depositor Agency** The system retrieves the three-character FACS financial agency of the depositor Id.

- **Depositor Id** The system retrieves the seven-character depositor Id.

- **Eff Date** The system retrieves the effective date of the credit card/ACH activity.

- **Dep Type** The system retrieves the three-character transaction deposit type.

- **Trans Source** The system retrieves the three-character transaction source Id.

- **T** The system retrieves the one-character transaction type.

- **S** The system retrieves the one-character transaction generation indicator.

- **SKU Agy** The system retrieves the three-character FACS financial agency of the SKU number agency.

- **SKU Num** The system retrieves the eight-character SKU number.

- **Sales Date** The system retrieves the transaction sale date.

- **# SKU Items** The system retrieves the number of items sold.

- **Summarized Trans Amount** The system retrieves the summarized transaction amount of this group.

- **R** The system retrieves the reverse indicator ('R' – amount is negative or 'blanks' – amount is positive) of the credit card/ACH activity.